PRIMS PRESENTATION

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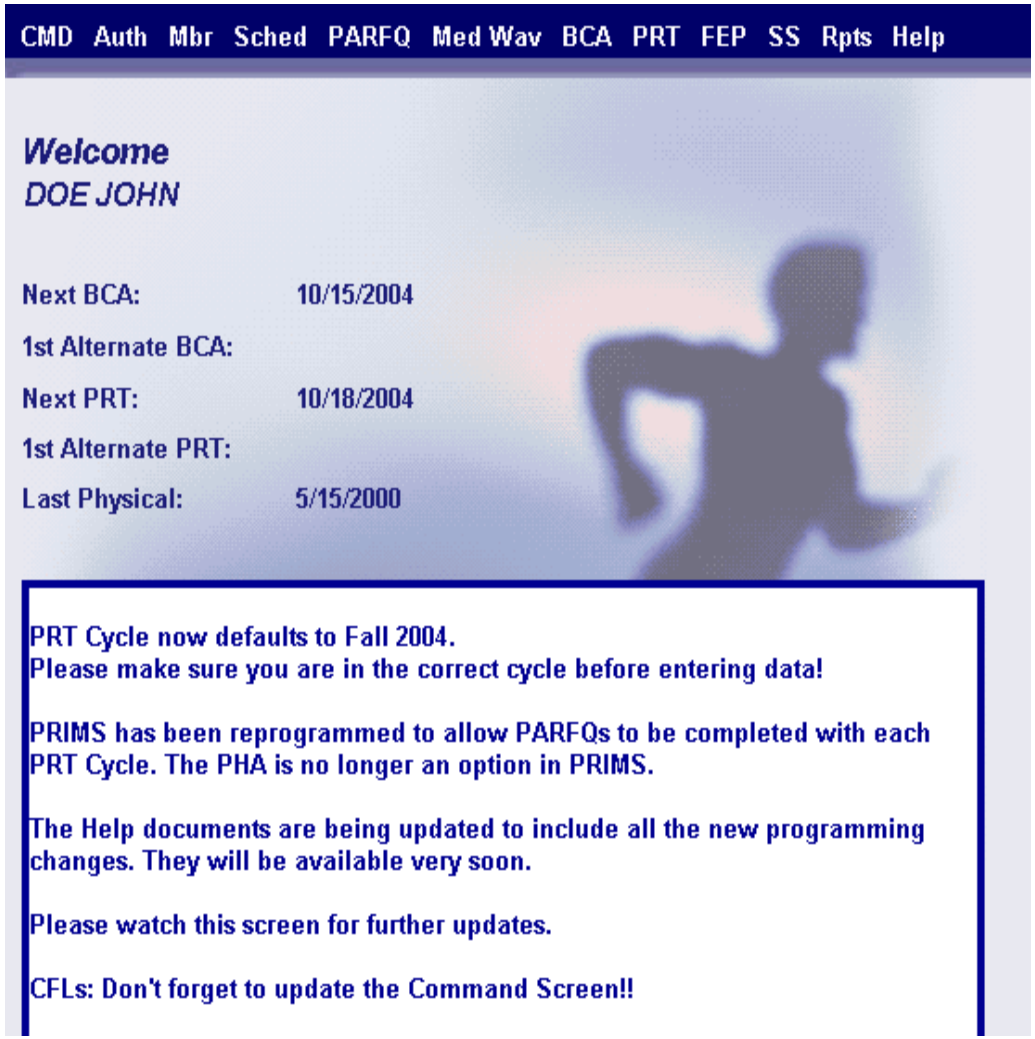
Logging into PRIMS:

PRIMS
Physical Readiness Information Management System
Login ID
Password:
Logon
First Time Users / Forgot my Password
PRIMS Login Help
Contact PRIMS
Physical Readiness HomePage
Echelon II Report Summaries
This is an official US Navy Web Site.
PRIMS was developed by the Navy MWR Information Technology Team.
Please visit our other MWR programs at: www.mwr.navy.mil
MWR

- **Address: https://prims.bol.navy.mil**
- **Login ID is your SSN (no dashes or spaces).**
- **Password is your BUPERS ONLINE (BOL) password (it cannot be your birth date). Most common problem is trying to use birth date!**
- **Click First Time Users/Forgot My Password to setup or resolve password problems.**
- **PRIMS Login Help: click for more detailed instructions on how to login.**
- **Contact PRIMS: Send us an e-mail!**
- **Physical Readiness Homepage: Everything you need to know about physical readiness.**
- **Echelon II Report Summaries: you'll be able**

Welcome Screen:

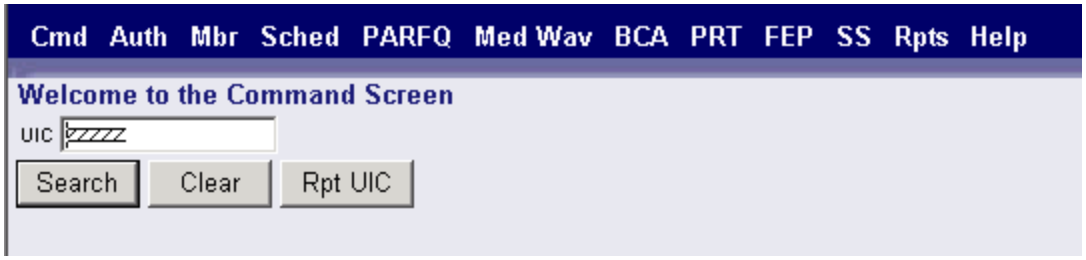
This is the first screen you see when you logon to PRIMS.


CMD Auth Mbr Sched PARFQ Med Wav BCA PRT FEP SS Rpts Help
Welcome
DOE JOHN
Next BCA: 10/15/2004
1st Alternate BCA:
Next PRT: 10/18/2004
1st Alternate PRT:
Last Physical: 5/15/2000
PRT Cycle now defaults to Fall 2004.
Please make sure you are in the correct cycle before entering data!
PRIMS has been reprogrammed to allow PARFQs to be completed with each PRT Cycle. The PHA is no longer an option in PRIMS.
The Help documents are being updated to include all the new programming changes. They will be available very soon.
Please watch this screen for further updates.
CFLs: Don't forget to update the Command Screen!!

- **The first four dates come from data entered by the CFL/ACFL on the Scheduler screen. This is the only place those dates are displayed!**
- **The Last Physical date comes from the member file.**
- **Tips for Command Fitness Leader: Feature added to update CFLs about the latest goings-on in PRIMS.**

Main CFL/ACFL Menu: Click any of these links to be taken to that screen! Let's start with the Cmd link.

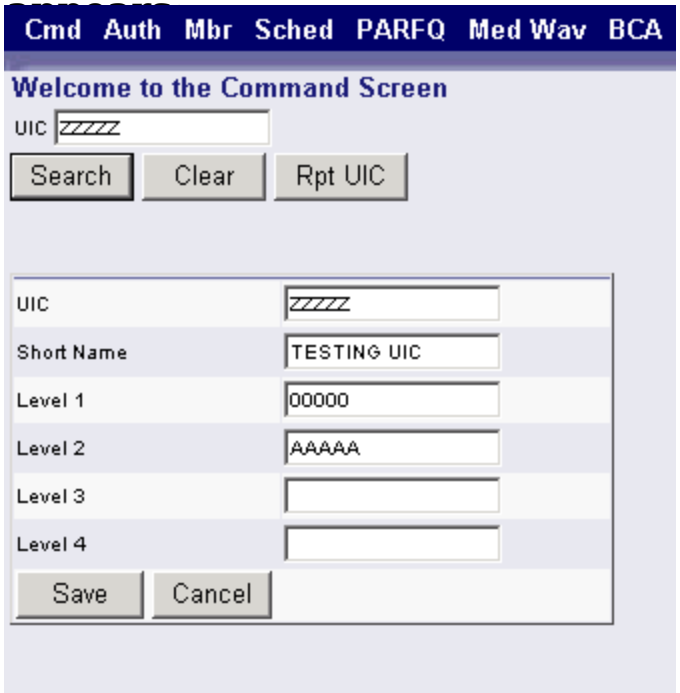
Command Screen:



- **Defaults to the lowest numeric UIC you control.**

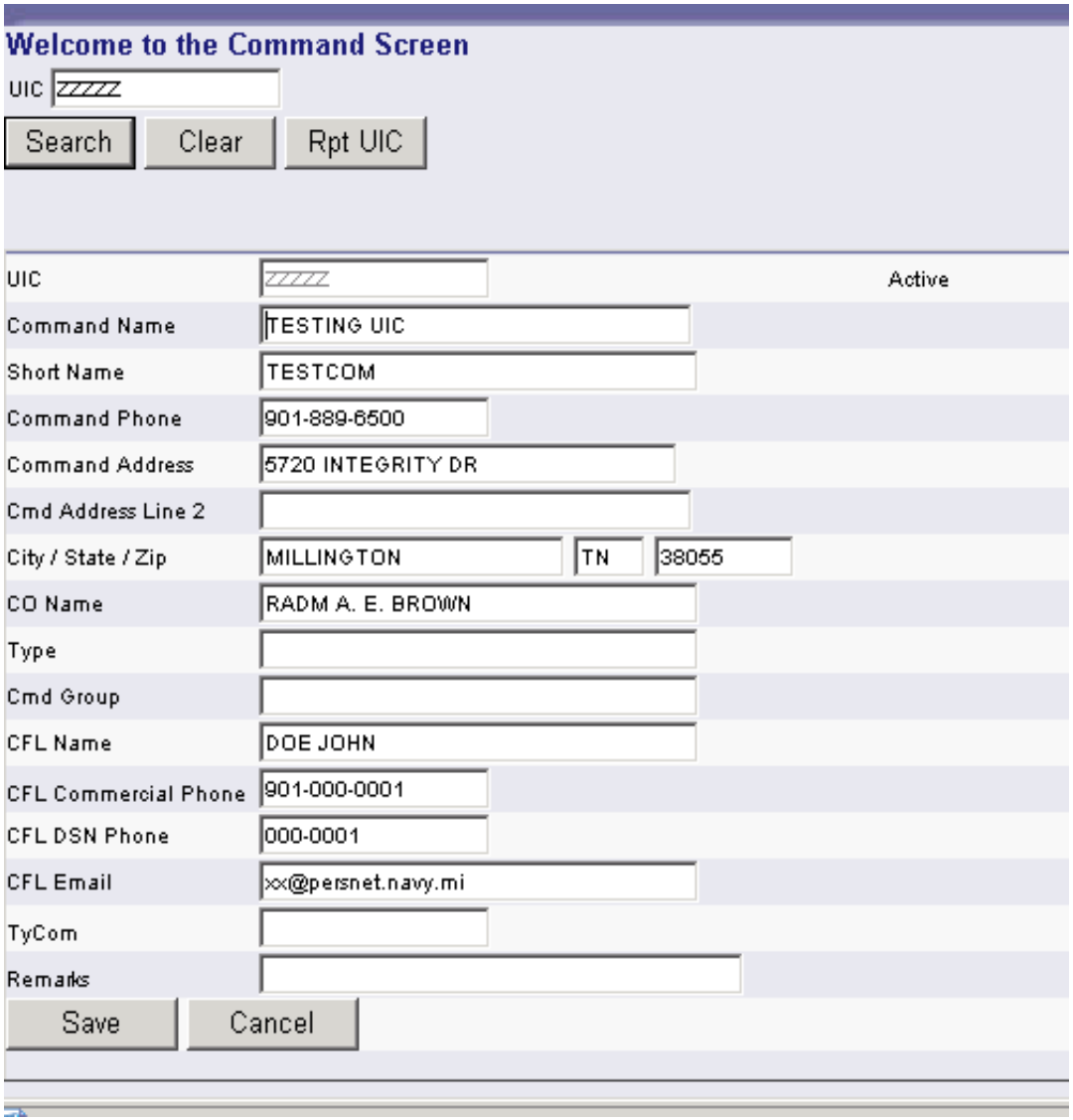
- **You can search on any UIC to see that command's information and CFL information. Big help if you need to contact a member's prior command!**

The Rpt UIC button allows you to list the UICs that you report to so they can get a Command Summary which is a consolidated report of your data. When you click the Rpt UIC button, the following screen



Level 1 is the highest level that you report to. Start with the highest level and work your way down. If you only report to one UIC, then fill it in and click Save. If you report to more than one UIC, list them in order and click Save. These UICs will be able to get a Command Summary from the Rpts Screen of all UICs that report to them. The data will be consolidated. They will not be able to see your individual data.

Command Screen continued...



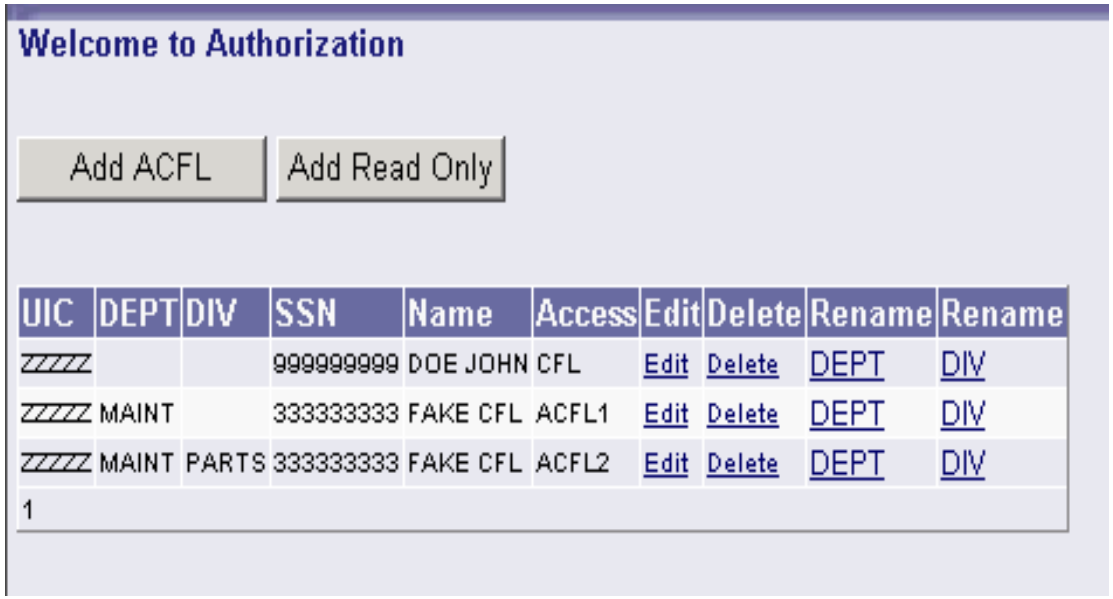
- **Only CFLs are able to update the data on this screen. Make sure this screen stays updated for UIC(s) under your control.**

- **All CFLs/ACFLs can access any UIC in PRIMS to see command information or gain CFL contact information.**

- **The Page 13s and LONs on the Reports screen use fields from this screen so it's very important this screen is filled out correctly.**

MOST COMMON PROBLEM: Not keeping the data updated. The CFL Name will automatically transfer over from the Authorization screen but the phone numbers and e-mail address needs to be updated so HQ or any Navy command can contact you. Also, the CO's name needs to be changed when there is a change of command.

Authorization Screen:

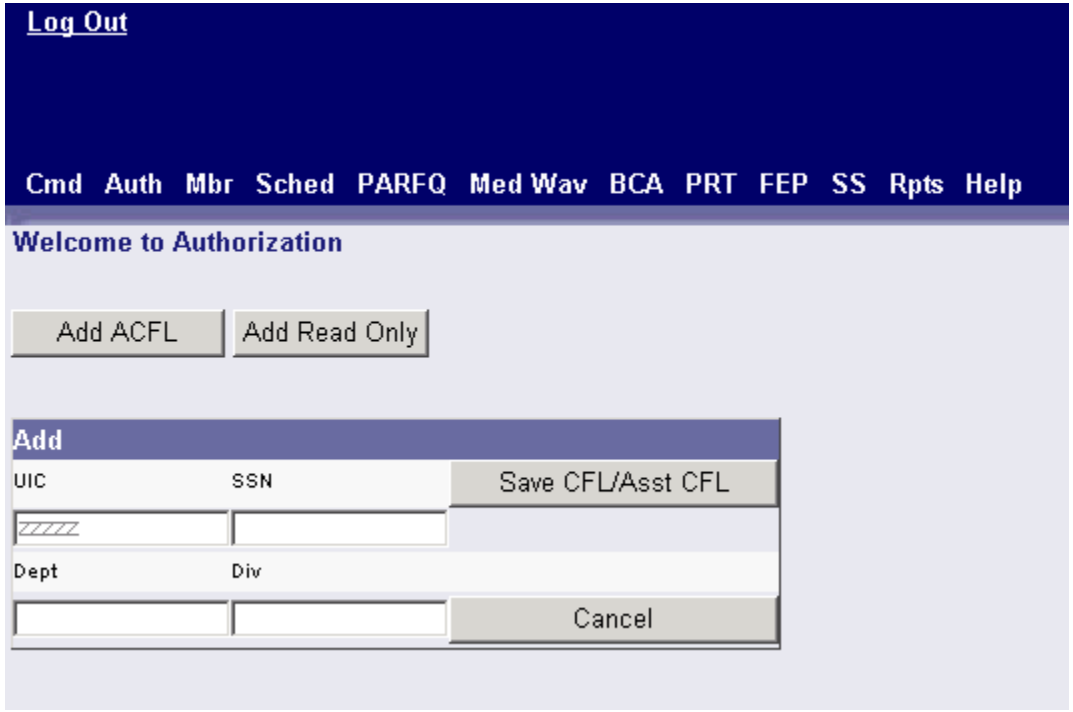

Welcome to Authorization
Add ACFL
Add Read Only
UIC DEPT DIV SSN Name Access Edit Delete Rename Rename
ZZZZZ 999999999 DOE JOHN CFL Edit Delete DEPT DIV
ZZZZZ MAINT 333333333 FAKE CFL ACFL1 Edit Delete DEPT DIV
ZZZZZ MAINT PARTS 333333333 FAKE CFL ACFL2 Edit Delete DEPT DIV
1

- **Only the CFL has access to the Authorization Screen.**

- **This is where the CFL sets up ACFLs, assigns Read Only access, and transfers his/her access.**

- **There is only one CFL per UIC. Everyone else is listed as an Assistant CFL.**

Authorization Screen - Adding an Assistant CFL

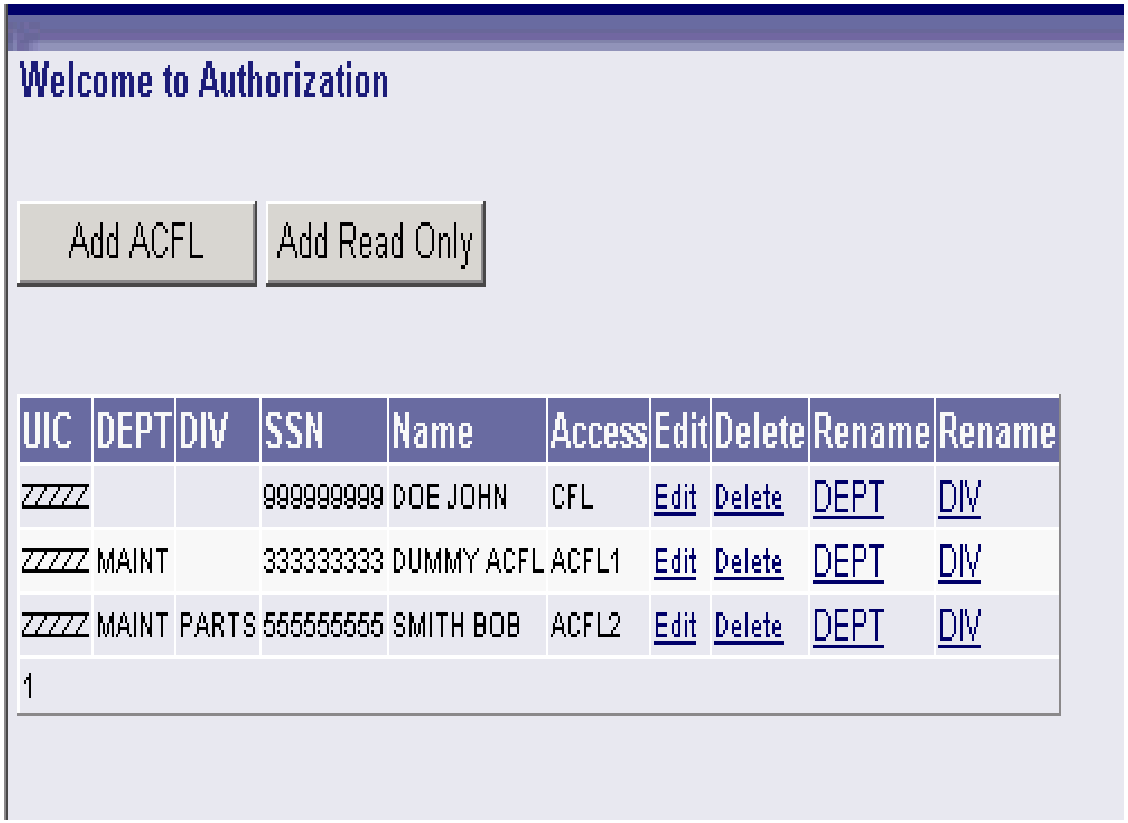


PROBLEMS:

- **Trying to add an ACFL without a department. (There must be a department.)**
- **Trying to add a division level assistant before there is a department level assistant.**

- **Click the Add ACFL button.**
- **The Add table appears.**
- **The UIC defaults.**
- **Type in the ACFL's SSN (no dashes or spaces).**
- **Type in a department name. It doesn't matter what you call it.**
- **Click Save.**
- **There can be as many ACFLs in charge of a department or division as you need.**

Authorizations for UIC ZZZZZ


Welcome to Authorization
Add ACFL
Add Read Only
UIC DEPT DIV SSN Name Access Edit Delete Rename Rename
ZZZZZ 999999999 DOE JOHN CFL Edit Delete DEPT DIV
ZZZZZ MAINT 333333333 DUMMY ACFL ACFL1 Edit Delete DEPT DIV
ZZZZZ MAINT PARTS 555555555 SMITH BOB ACFL2 Edit Delete DEPT DIV
1

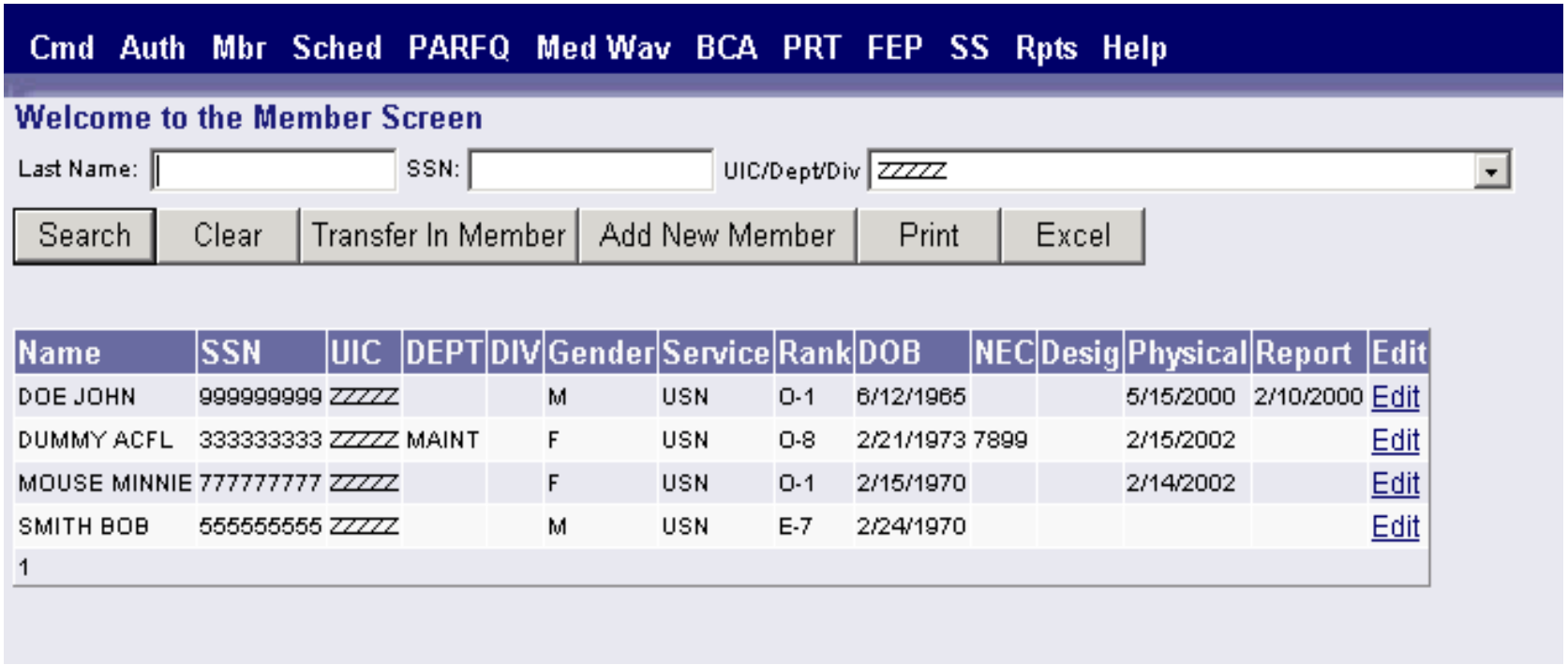
- **Here is a sample of completed Authorizations for UIC ZZZZZ.**

- **Dummy ACFL was set up as an ACFL in charge of the MAINT department.**

- **Bob Smith in in charge of the PARTS division under the MAINT department.**

In order for the ACFLs to see records and work with data, the members have to be assigned to their departments/divisions. Please see the next slide.

Assigning Members to Departments/Divisions


Cmd Auth Mbr Sched PARFQ Med Wav BCA PRT FEP SS Rpts Help
Welcome to the Member Screen
Last Name:
SSN:
UIC/Dept/Div ZZZZZ
Search
Clear
Transfer In Member
Add New Member
Print
Excel
Name SSN UIC DEPT DIV Gender Service Rank DOB NEC Desig Physical Report Edit
DOE JOHN 999999999 ZZZZZ M USN O-1 6/12/1965 5/15/2000 2/10/2000 Edit
DUMMY ACFL 333333333 ZZZZZ MAINT F USN O-8 2/21/1973 7899 2/15/2002 Edit
MOUSE MINNIE 777777777 ZZZZZ F USN O-1 2/15/1970 2/14/2002 Edit
SMITH BOB 555555555 ZZZZZ M USN E-7 2/24/1970 Edit
1

Click the Mbr link.

The Last Name and SSN blocks should be blank. The UIC/DEPT/DIV block should default to the UIC.

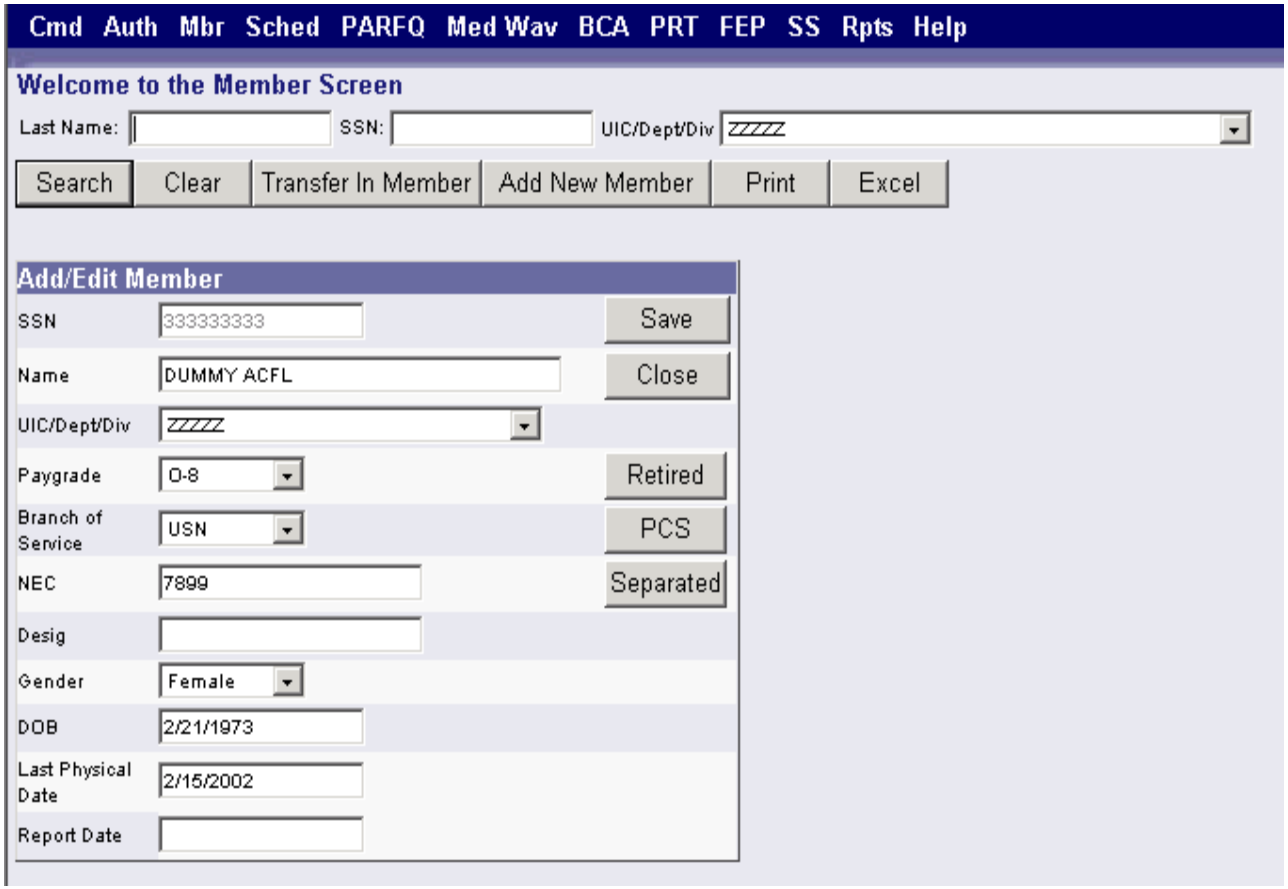
Click Search.

PRIMS returns a grid of members assigned to the UIC.

Click the Edit link on the first name in the grid.

The Adit/Edit Member table will open.

Assigning Members to Departments/Divisions continued

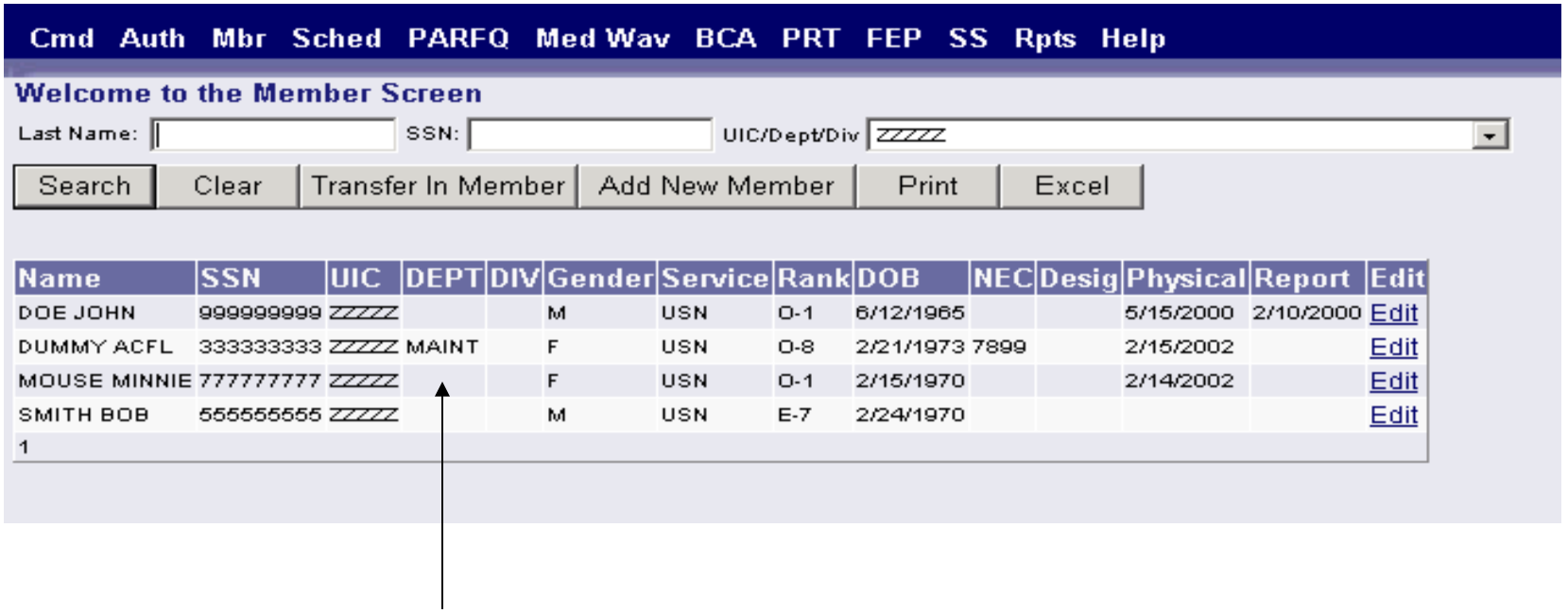


- **Click the down arrow in the UIC/Dept/Div block (third row down). The departments and divisions created on the Authorization screen appear.**
- **Select the department/ division the members is assigned to.**
- **Click Save.**

Alternative Solution:

The ACFL in charge of the department/division can transfer members into the department or division that he controls by using the Transfer In Member button above. After clicking the button, he types in the member's SSN and DOB and clicks Import. It would be best for the CFL to print the ACFL a crew list so he has the SSNs and DOBs handy. (To print a crew list, just search on the UIC on the Member screen then click Print.)

Assigning Members to Departments/Divisions continued

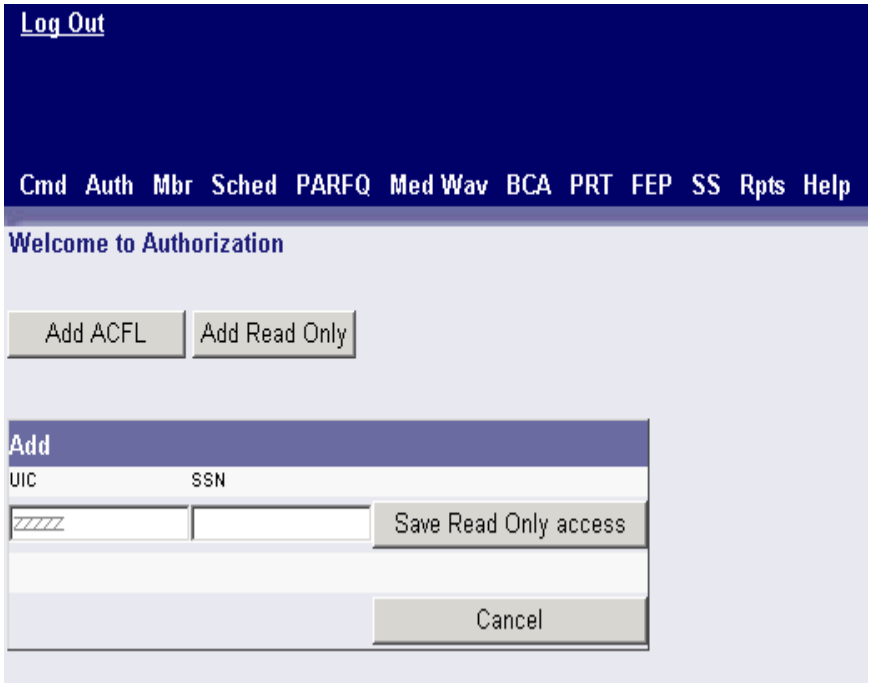

Cmd Auth Mbr Sched PARFQ Med Wav BCA PRT FEP SS Rpts Help
Welcome to the Member Screen
Last Name:
SSN:
UIC/Dept/Div ZZZZZ
Search
Clear
Transfer In Member
Add New Member
Print
Excel
Name SSN UIC DEPT DIV Gender Service Rank DOB NEC Desig Physical Report Edit
DOE JOHN 999999999 ZZZZZ M USN O-1 6/12/1965 5/15/2000 2/10/2000 Edit
DUMMY ACFL 333333333 ZZZZZ MAINT F USN O-8 2/21/1973 7899 2/15/2002 Edit
MOUSE MINNIE 777777777 ZZZZZ F USN O-1 2/15/1970 2/14/2002 Edit
SMITH BOB 555555555 ZZZZZ M USN E-7 2/24/1970 Edit
1

•DUMMY ACFL has now been assigned to the MAINT department.

•The MAINT department ACFLs can see the record. The PARTS division ACFL cannot.

•If you want the Parts division ACFL to see the records for DUMMY ACFL, you'll have to edit the record and save him to that division or the member will have to be transferred into the division.

Setting Up Read Only Access



•Read Only Access allows the individual to view data for a designated UIC. They cannot edit anything.

•Designed for COs, XOs, CMCs, etc. CFLs and ACFLs cannot have Read Only Access to any UIC. They will lose the CFL/ACFL access they do have.

•Should be designated in writing by the CO and setup by the CFL.

TO SETUP READ ONLY ACCESS FOR A MEMBER:

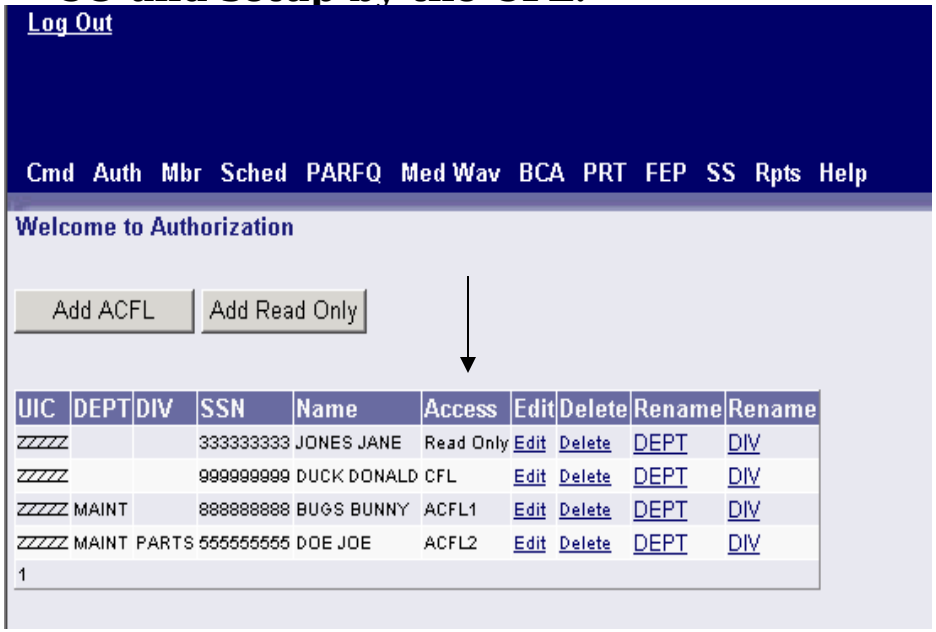
•Click the Auth link.

•Click Add Read Only.

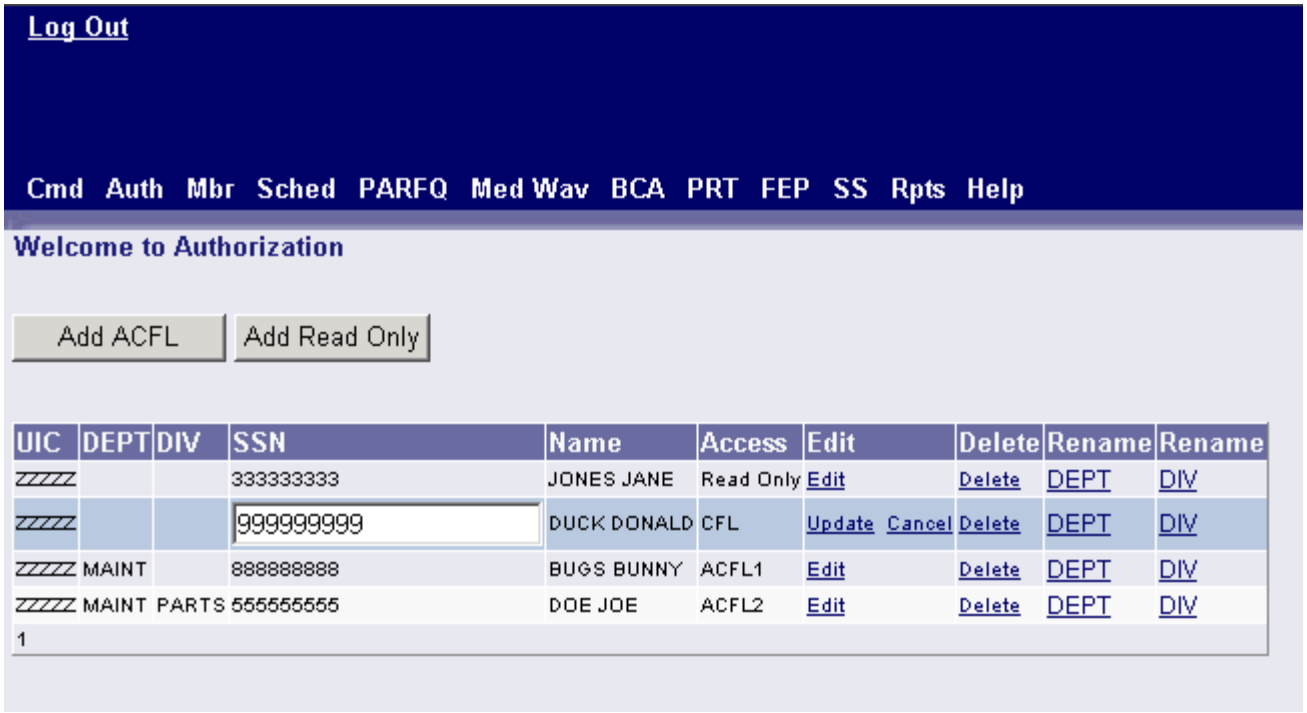
•The UIC defaults. Change if necessary. You can add Read Only access for any member for any UIC that you control.

•Type in the SSN

•Click Save Read Only access.


Log Out
Cmd Auth Mbr Sched PARFQ Med Wav BCA PRT FEP SS Rpts Help
Welcome to Authorization
Add ACFL
Add Read Only
UIC DEPT DIV SSN Name Access Edit Delete Rename Rename
zzzzz 333333333 JONES JANE Read Only Edit Delete DEPT DIV
zzzzz 999999999 DUCK DONALD CFL Edit Delete DEPT DIV
zzzzz MAINT 888888888 BUGS BUNNY ACFL1 Edit Delete DEPT DIV
zzzzz MAINT PARTS 555555555 DOE JOE ACFL2 Edit Delete DEPT DIV
1

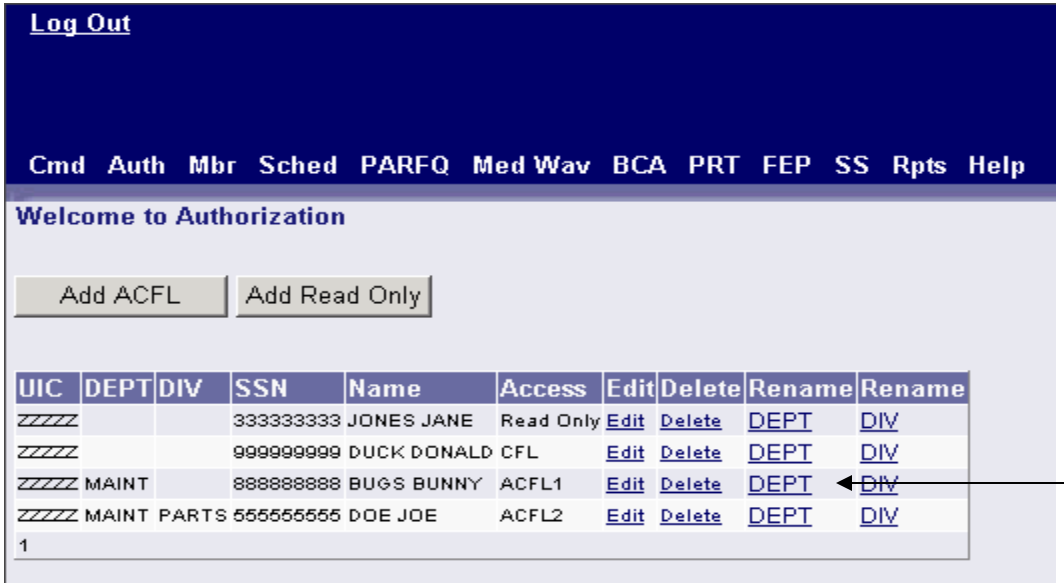
Transferring CFL Access


Log Out
Cmd Auth Mbr Sched PARFQ Med Wav BCA PRT FEP SS Rpts Help
Welcome to Authorization
Add ACFL
Add Read Only
UIC DEPT DIV SSN Name Access Edit Delete Rename Rename
ZZZZZ 333333333 JONES JANE Read Only Edit Delete DEPT DIV
ZZZZZ 999999999 DUCK DONALD CFL Update Cancel Delete DEPT DIV
ZZZZZ MAINT 888888888 BUGS BUNNY ACFL1 Edit Delete DEPT DIV
ZZZZZ MAINT PARTS 555555555 DOE JOE ACFL2 Edit Delete DEPT DIV
1

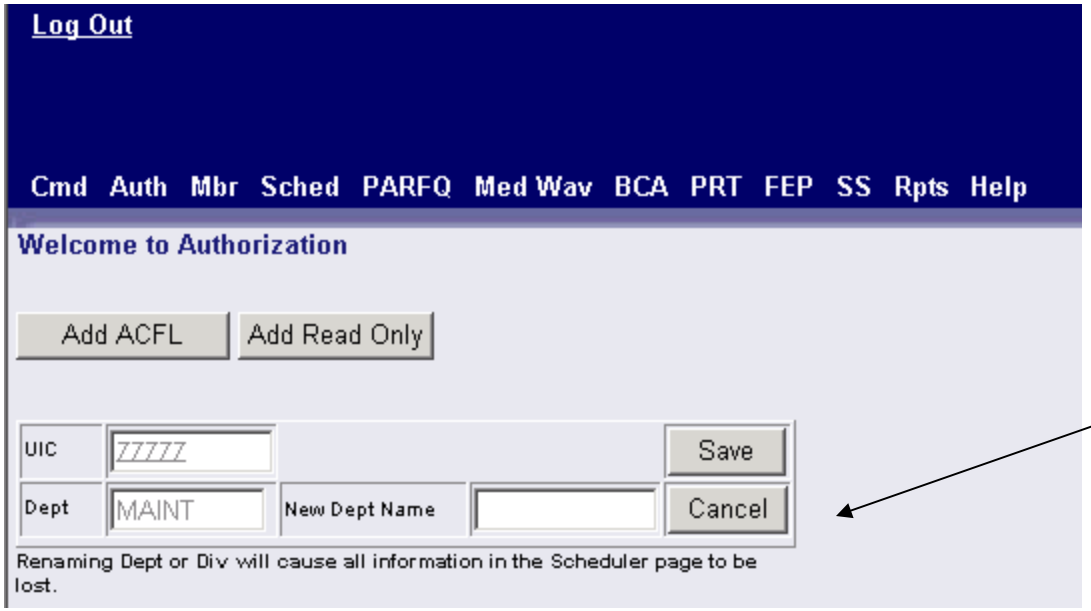
The CFL does this when he is ready to transfer his CFL duties to his replacement.

- **Click the Auth link.**
- **Click the Edit link next to the CFL's record.**
- **Highlight and replace the SSN with the CFL SSNs who is taking your place.**
- **Click Update.**
- **The access will immediately transfer to the replacement.**

Change the name of a department or division:


Log Out
Cmd Auth Mbr Sched PARFQ Med Wav BCA PRT FEP SS Rpts Help
Welcome to Authorization
Add ACFL
Add Read Only
UIC DEPT DIV SSN Name Access Edit Delete Rename Rename
ZZZZZ 333333333 JONES JANE Read Only Edit Delete DEPT DIV
ZZZZZ 999999999 DUCK DONALD CFL Edit Delete DEPT DIV
ZZZZZ MAINT 888888888 BUGS BUNNY ACFL1 Edit Delete DEPT DIV
ZZZZZ MAINT PARTS 555555555 DOE JOE ACFL2 Edit Delete DEPT DIV
1

Click the Dept or Div link next to the name you want to change.

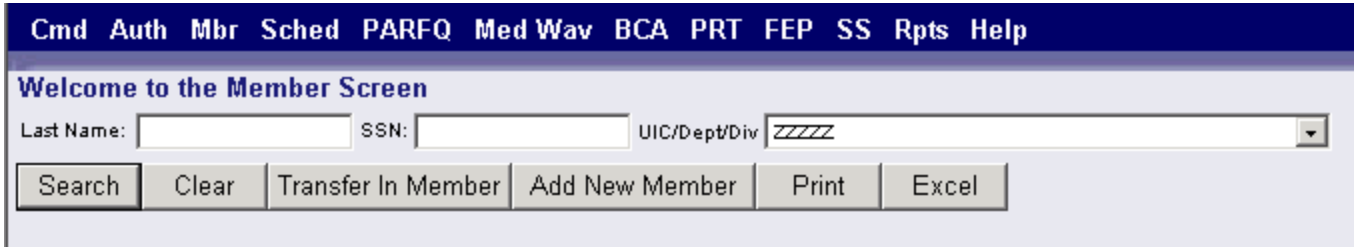

Log Out
Cmd Auth Mbr Sched PARFQ Med Wav BCA PRT FEP SS Rpts Help
Welcome to Authorization
Add ACFL
Add Read Only
UIC ZZZZZ
Save
Dept MAINT
New Dept Name
Cancel
Renaming Dept or Div will cause all information in the Scheduler page to be lost.

Type in the new Dept name and click Save.

This changes the department name on the Member screen as well!

Member Screen

This is what you see when you click on the Mbr link.



These blocks are here to help you search for data. The Last Name and SSN blocks default to blank. The UIC/Dept/Div block defaults to the UIC assigned to you. If you have more than one UIC, they will appear in numerical order. If you click the down arrow in the UIC/Dept/Div block, you will see the departments and divisions created on the Authorization screen when you assigned Assistant CFLs. (If you are an ACFL, the UIC/Dept/Div block defaults to the departments or divisions assigned to you.)

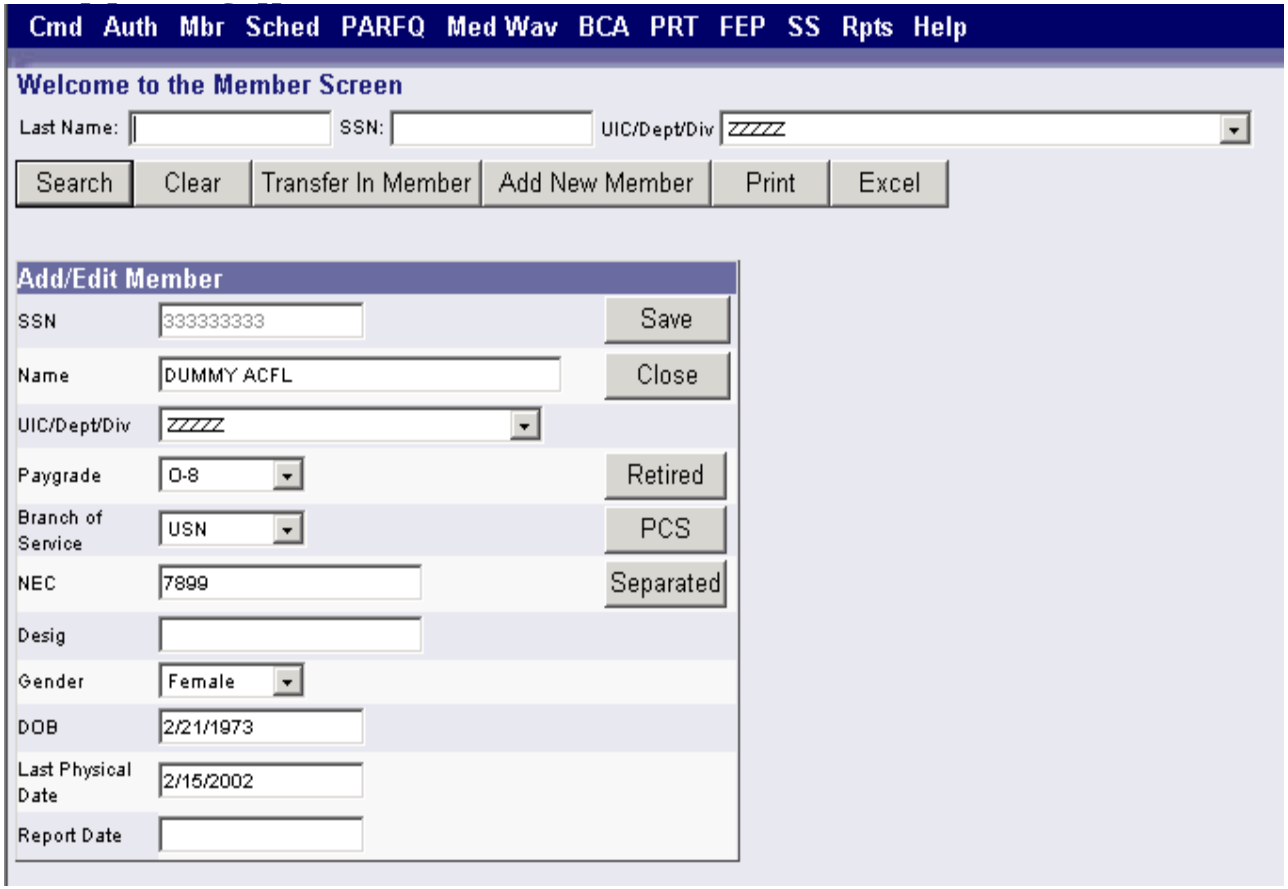
To search on an individual record, type in the Last Name or SSN and click the Search button. If the member is in that UIC, PRIMS will return the record to you in a grid be

Cmd Auth Mbr Sched PARFQ Med Wav BCA PRT FEP SS Rpts Help
Welcome to the Member Screen
Last Name:
SSN: 999999999
UIC/Dept/Div
ZZZZZ
Search
Clear
Transfer In Member
Add New Member
Print
Excel
Name SSN UIC DEPT DIV Gender Service Rank DOB NEC Desig Physical PHA Date Report Edit
DUCK DONALD 999999999 ZZZZZ M USN O-1 6/12/1965 5/15/2000 5/18/2003 2/10/2000 Edit
1

To work on this member's record, click the Edit link.

Member Screen

PRIMS returns the Member's record in the Add/Edit Member

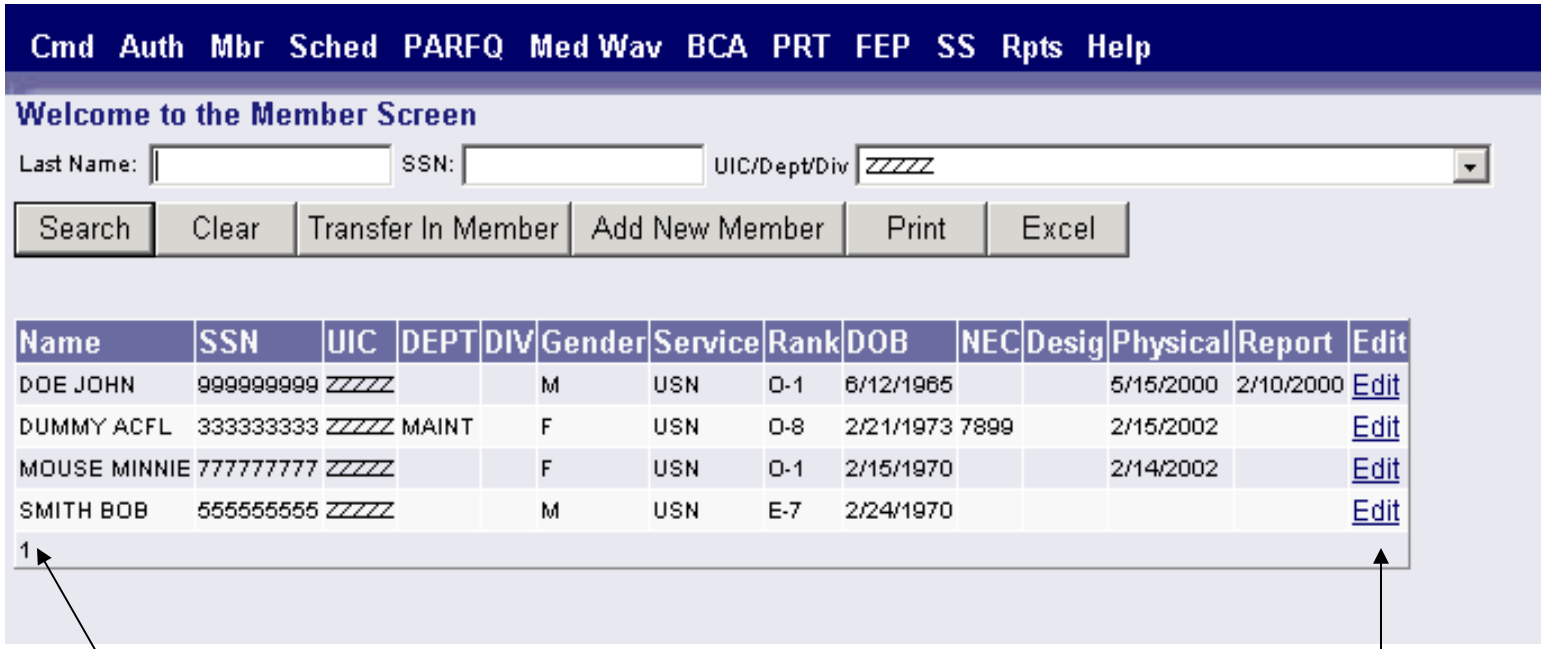


This is where you update the dates for Physicals and Reporting. Periodically, the member should turn in paperwork to you letting you know when he/she has completed their Physical. When they do, enter the date here. If these dates are used correctly, PRIMS will help you track Physicals on the Reports Screen!

You can edit any of the above data except the SSN. Just highlight what you want to change and type in the correct data. Very important: date format in PRIMS is m-d-yyyy or m/d/yyyy; do not put a zero in front of a single-digit month or day. When you are finished editing, click the Save button. PRIMS will return you to the main Member screen where you can search for another record.

Member Screen

If you prefer, you can search on the entire UIC, and PRIMS will return a grid of all members at your UIC.


Cmd Auth Mbr Sched PARFQ Med Wav BCA PRT FEP SS Rpts Help
Welcome to the Member Screen
Last Name:
SSN:
UIC/Dept/Div ZZZZZ
Search
Clear
Transfer In Member
Add New Member
Print
Excel
Name SSN UIC DEPT DIV Gender Service Rank DOB NEC Desig Physical Report Edit
DOE JOHN 999999999 ZZZZZ M USN O-1 6/12/1965 5/15/2000 2/10/2000 Edit
DUMMY ACFL 333333333 ZZZZZ MAINT F USN O-8 2/21/1973 7899 2/15/2002 Edit
MOUSE MINNIE 777777777 ZZZZZ F USN O-1 2/15/1970 2/14/2002 Edit
SMITH BOB 555555555 ZZZZZ M USN E-7 2/24/1970 Edit
1

Page numbers appear here Click if there are multiple pages.

The Member grid can hold 15 records. It will automatically create the pages if there are more than 15 members.

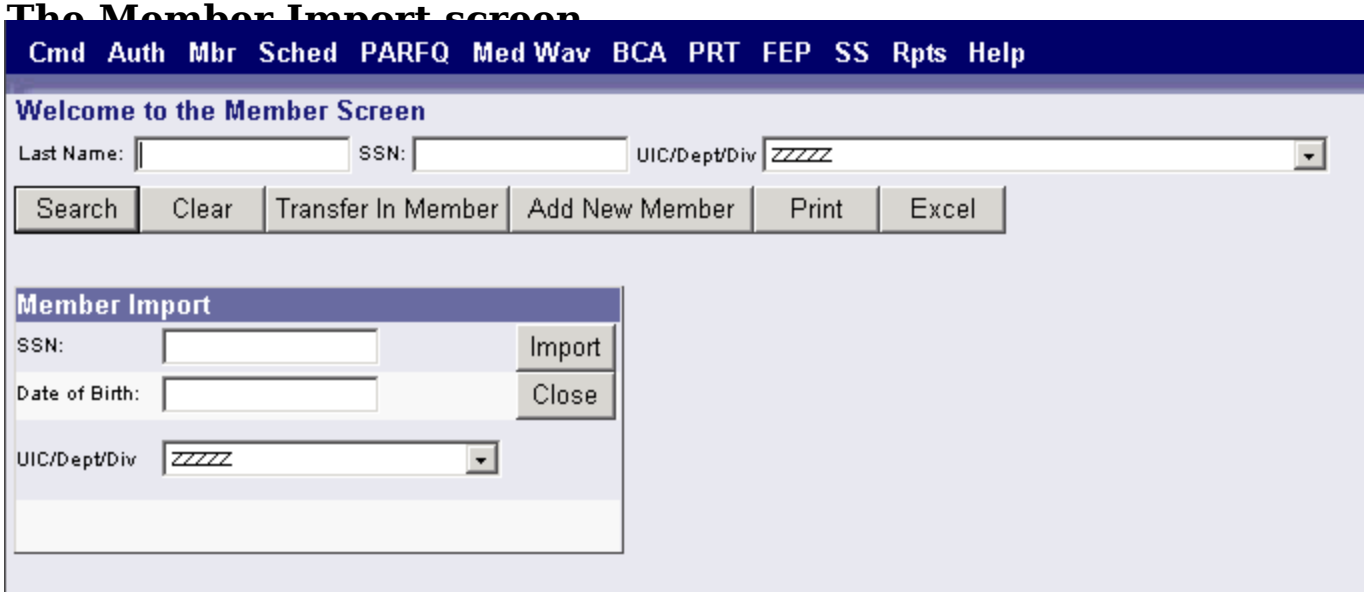
Click the Edit link to work on a member's personnel information.

Transferring a Member into your UIC:

Go to the Member Screen.

Click the Transfer In Member button.

The Member Import screen

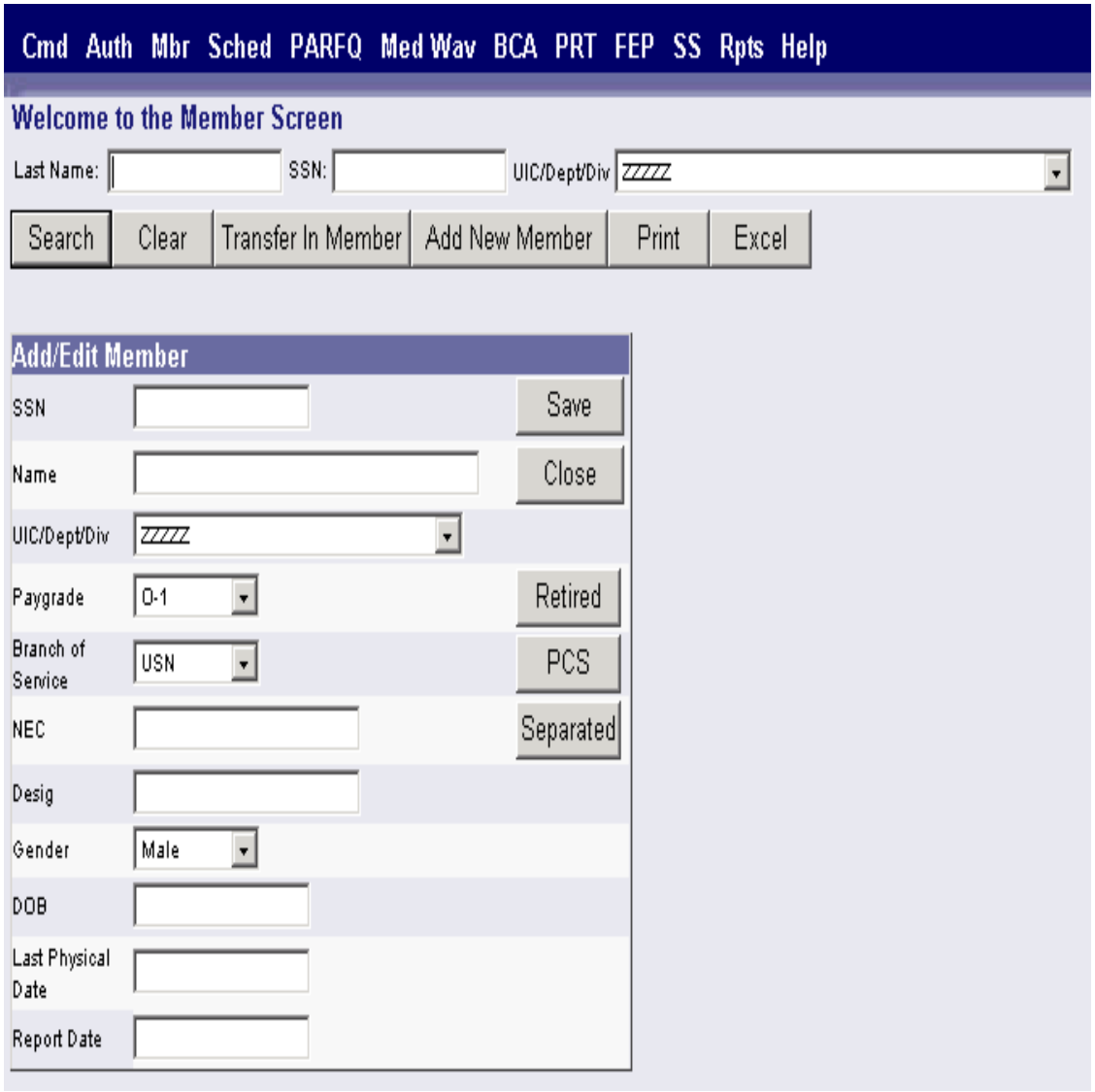


Type in the member's SSN (no dashes or spaces) and the DOB. DOB format is m/d/yyyy or m-d-yyyy; no zeroes in front of single-digit month or day. The UIC defaults or you can select a department or division.

Click Import.

If you get a DOB mismatch, contact the PRIMS Help Desk (prims@persnet.navy.mil) and ask for a DOB check. Use the DOB the PRIMS Help Desk gives you to transfer the member into your UIC, then edit and change the DOB if necessary. Please verify the DOB with the member's driver's license or Military ID.

Add a Member



If a member is <u>new to the Navy</u>, you will need to add him to the PRIMS database.

On the Member screen, click the Add New Member button. The Add/Edit Member table appears.

The following fields are mandatory:

•SSN (enter it with no dashes or spaces). Make sure it is correct. Once entered, it cannot be changed unless you contact the PRIMS Help Desk.

•Enter the member's name (LAST NAME FIRST NAME MI). Do not use periods or commas.

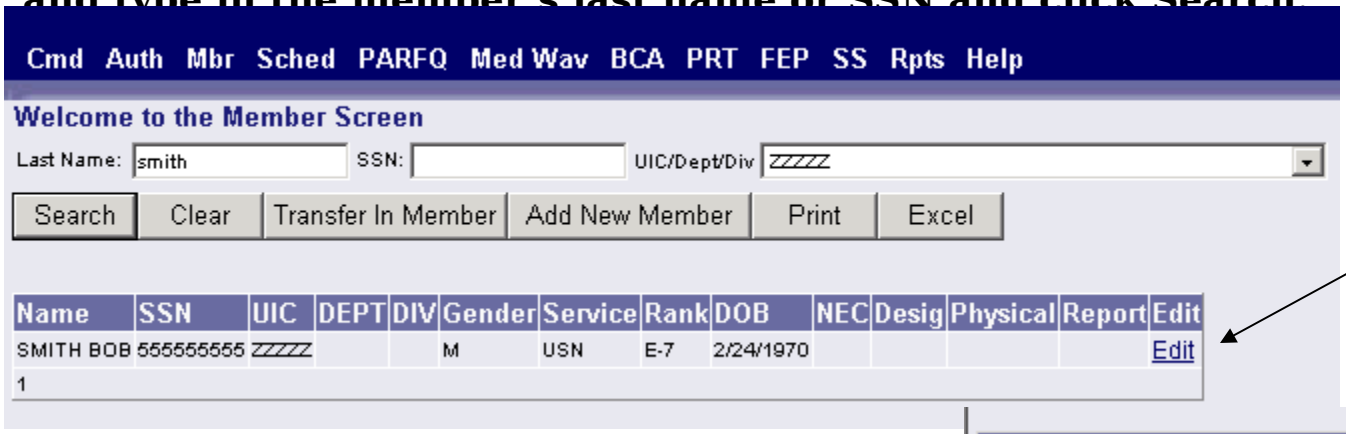
•Select the UIC/Dept/Div the member belongs in.

•Select the Paygrade, Branch of Service, and Gender.

•Type in the DOB (format: m/d/yyyy or m-d-yyyy; no zeroes in front of single-digit month or day).

Transfer a Member Out of Your Command:

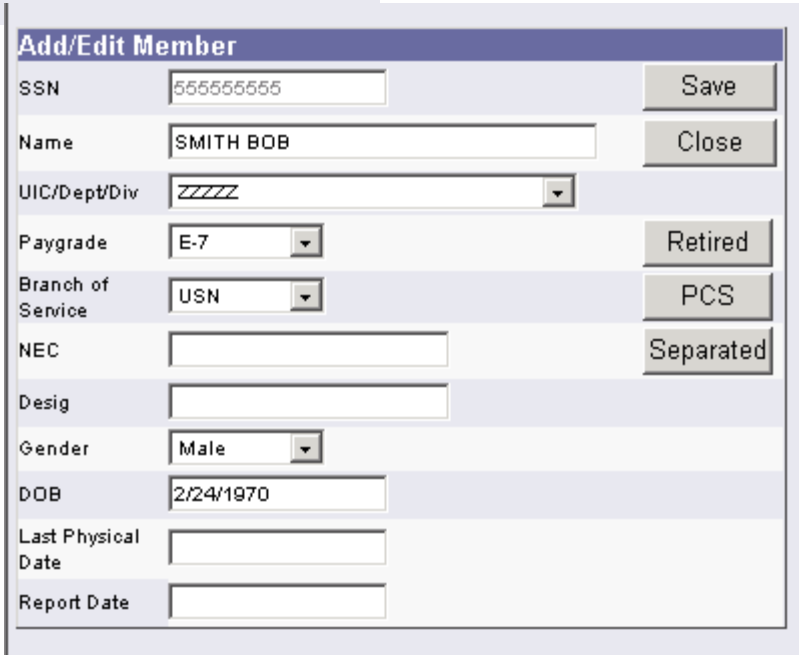
When a member leaves your command (PCS, EAOS, Retirement, etc.), you need to remove them from the Member file. Before transferring a member out of your command, make sure all the PFA data is entered. Then go to the Member screen and type in the member's last name or SSN and click Search.


Cmd Auth Mbr Sched PARFQ Med Way BCA PRT FEP SS Rpts Help
Welcome to the Member Screen
Last Name: smith
SSN:
UIC/Dept/Div ZZZZZ
Search
Clear
Transfer In Member
Add New Member
Print
Excel
Name SSN UIC DEPT DIV Gender Service Rank DOB NEC Desig Physical Report Edit
SMITH BOB 555555555 ZZZZZ M USN E-7 2/24/1970 Edit
1

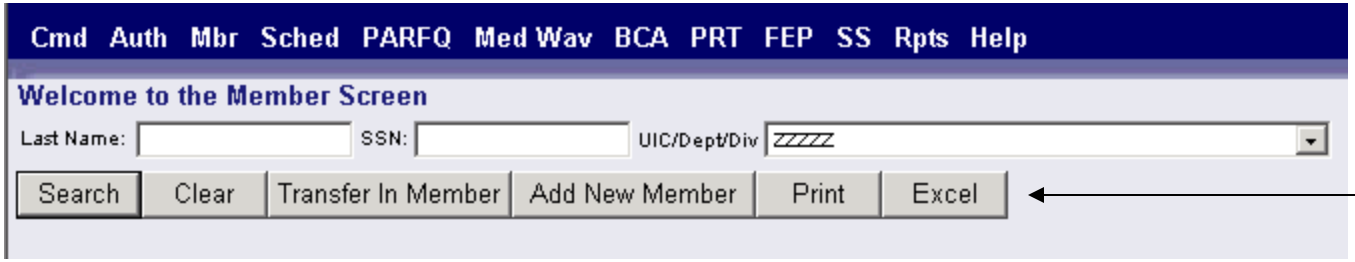
When PRIMS returns the record, click the Edit link.

PRIMS will open the Add/Edit Member table:

You have three options to transfer a member out of your UIC (Retired, PCS or Separated). Click the appropriate button. PRIMS will remove the member from your UIC and place them in a holding UIC. The CFL at the next command will transfer the member into their UIC.



Excel/Print Options for the Member screen:



PRIMS gives you the option of printing the Member file in either HTML format or Excel.

If you click Search on the UIC (or department or division), and then click Print, PRIMS will return a very nice format in HTML. It is suitable for Reports, handouts, etc. It is not editable.

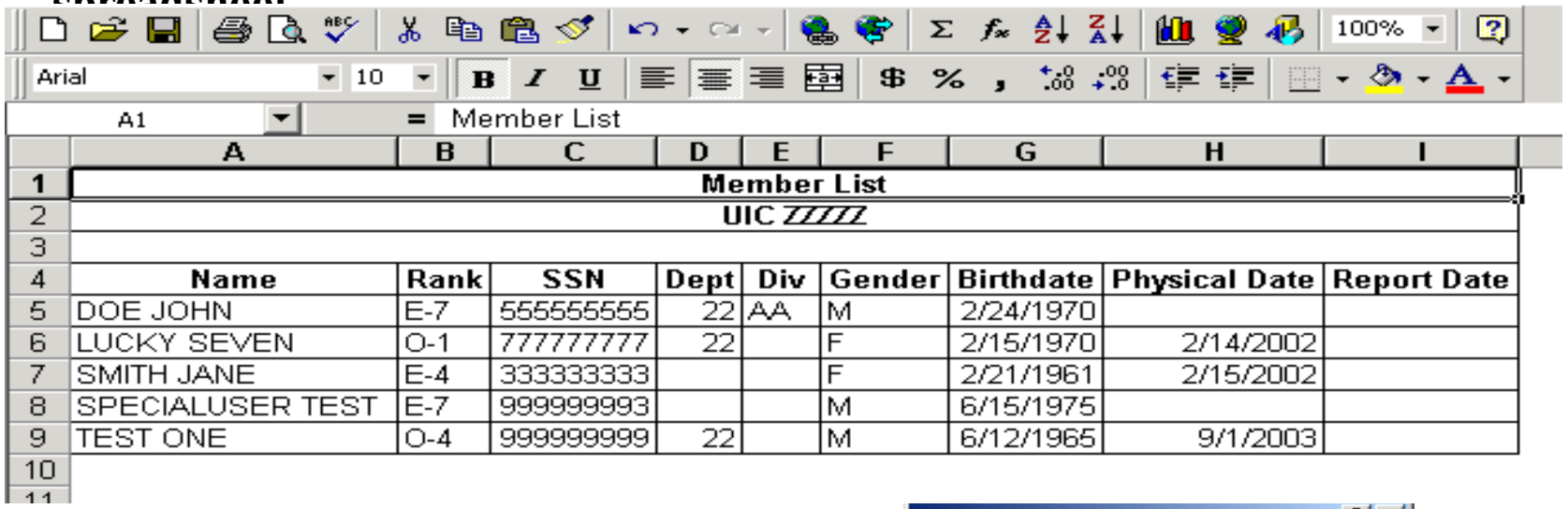
Member List

UIC ZZZZZ

Name	Rank	SSN	Dept	Div	Gender	Birthdate	Physical Date	Report Date
DOE JOHN	E-7	555555555	22	AA	M	02/24/1970		
LUCKY SEVEN	O-1	777777777	22		F	02/15/1970	02/14/2002	
SMITH JANE	E-4	333333333			F	02/21/1961	02/15/2002	
SPECIALUSER TEST	E-7	999999993			M	06/15/1975		
TEST ONE	O-4	999999999	22		M	06/12/1965	09/01/2003	

To print the Member List, click the Printer icon in the browser's toolbar or Click File, Print.

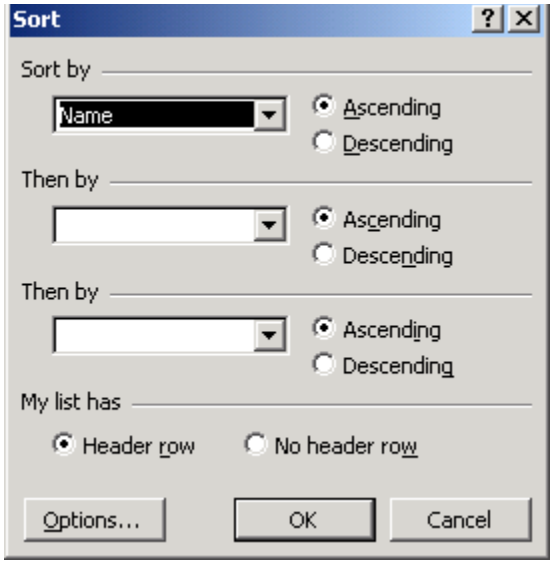
Choosing Excel, will give you the Report in an Excel spreadsheet



Arial | 10 | A1 | = Member List

	A	B	C	D	E	F	G	H	I
1	Member List								
2	UIC /////								
3									
4	Name	Rank	SSN	Dept	Div	Gender	Birthdate	Physical Date	Report Date
5	DOE JOHN	E-7	555555555	22	AA	M	2/24/1970		
6	LUCKY SEVEN	O-1	777777777	22		F	2/15/1970	2/14/2002	
7	SMITH JANE	E-4	333333333			F	2/21/1961	2/15/2002	
8	SPECIALUSER TEST	E-7	999999993			M	6/15/1975		
9	TEST ONE	O-4	999999999	22		M	6/12/1965	9/1/2003	
10									

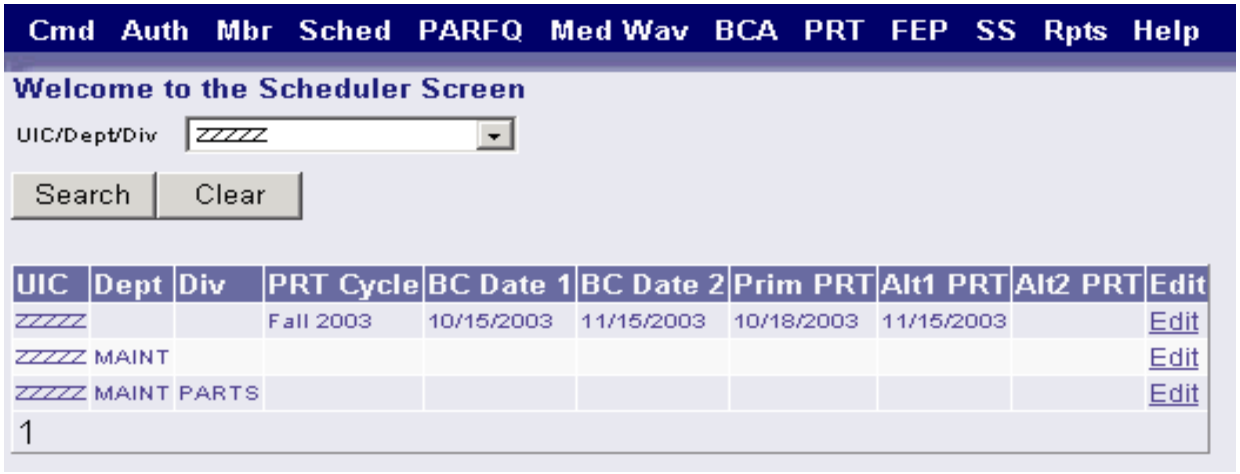
This report is sortable. Put your cursor in the Name title block and hold down the left mouse button and highlight all columns across and all lines down. Click Data, Sort. The Sort box appears:



In the first Sort by option, select the column heading you want to sort by then select either Ascending or Descending. You can sort by two other choices as well. Click OK.

PRIMS will return the spreadsheet as requested. It can be saved to

Scheduler Screen:


Cmd Auth Mbr Sched PARFQ Med Wav BCA PRT FEP SS Rpts Help
Welcome to the Scheduler Screen
UIC/Dept/Div
ZZZZZ
Search
Clear
UIC Dept Div PRT Cycle BC Date 1 BC Date 2 Prim PRT Alt1 PRT Alt2 PRT Edit
ZZZZZ Fall 2003 10/15/2003 11/15/2003 10/18/2003 11/15/2003 Edit
ZZZZZ MAINT Edit
ZZZZZ MAINT PARTS Edit
1

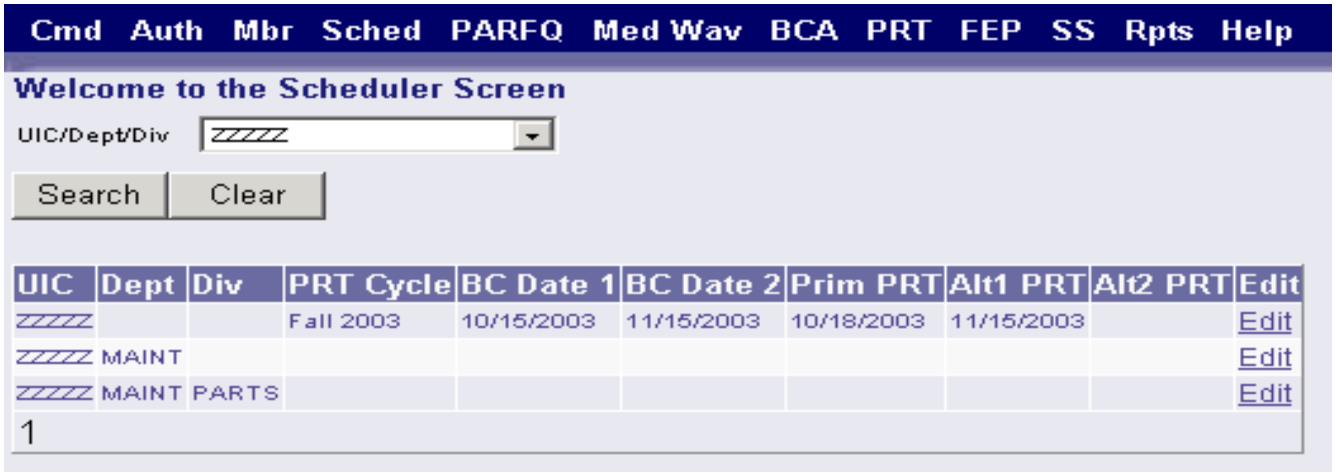
Scheduler Screen searched on by UIC.

Okay. This is a tough screen to explain, so we're going to start with a database lesson.

The PRIMS application is built on a relational database, which means the database itself is several different tables that "talk" to each other by something called a Primary Key. In PRIMS, that is mostly the SSN. All of the links at the top of the screen (Cmd, Auth, Mbr, etc.) are all a separate table. BCA and PRT are one table, but you cannot see that here!

Two things happen using the Scheduler. One, dates that are entered on Scheduler are transferred to the Welcome screen, so when members login to PRIMS, they see the next date of the BCA, PRT, Physical, etc. Two, creating a cycle will create blank records in the PRT Test File (which is the BCA and PRT screens) for every member of your UIC or department or division, so when you go to the BCA or PRT screens, the record for your UIC exists and all you have to do is search for the record and enter the data. A big plus to creating a cycle is that PRIMS will track the status of data entry for you. USING THE

Scheduler Screen continued:


Cmd Auth Mbr Sched PARFQ Med Wav BCA PRT FEP SS Rpts Help
Welcome to the Scheduler Screen
UIC/Dept/Div
ZZZZZ
Search
Clear
UIC Dept Div PRT Cycle BC Date 1 BC Date 2 Prim PRT Alt1 PRT Alt2 PRT Edit
ZZZZZ Fall 2003 10/15/2003 11/15/2003 10/18/2003 11/15/2003 Edit
ZZZZZ MAINT Edit
ZZZZZ MAINT PARTS Edit
1

Take a good look at the Scheduler screen. It has been searched on by UIC. CFLs will notice that it matches the Authorization screen perfectly. Therefore, a CFL can create or start a cycle by UIC or department or division. (ACFLs can only start or update a cycle for the department or division they are assigned to.)

In the above example, we see a record for the UIC, a record for the MAINT Department, and a record for the PARTS Division which under the MAINT Department. Editing each of these records will affect the members that are assigned to that UIC or department or division. Consider that the Maint Department is taking their PFA two months before the PARTS Division. It might not be in the best interest to create the cycle for the PARTS Division until they are ready for it. Therefore, the CFL/ACFL has the option of creating/updating the cycle at the level where the members are assigned.

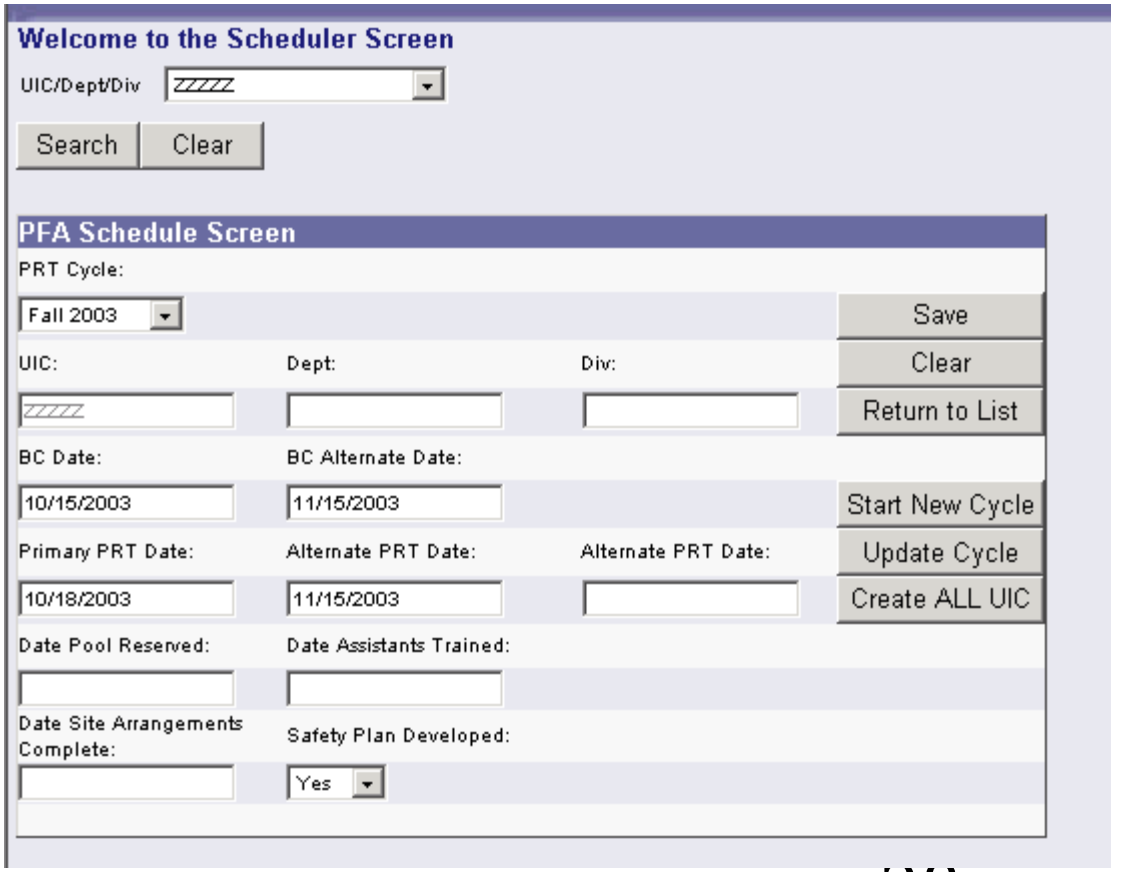
Scheduler Screen continued:

Let's assume the CFL decides to create the cycle at the UIC level. He would edit the UIC level's record.

UIC	Dept	Div	PRT Cycle	BC Date 1	BC Date 2	Prim PRT	Alt1 PRT	Alt2 PRT	Edit
ZZZZZ			Fall 2003	10/15/2003	11/15/2003	10/18/2003	11/15/2003		Edit
ZZZZZ	MAINT								Edit
ZZZZZ	MAINT	PARTS							Edit

1

- **The PFA Schedule Screen appears:**
- **Make sure the PRT Cycle block is correct. Type in the dates the PFA is scheduled. Only the BC Date and Primary PRT date have to be filled in. These dates will transfer to the Welcome Screen for all members in the UIC.**
- **Click Save.**
- **Click either Start New Cycle or Create All UIC. (Start New Cycle will make a blank record in the PRT Test File for every member assigned directly to the UIC (not to a department or division). Clicking Create All UIC will create a record for everyone at the UIC regardless of where the member is assigned.)**
- **Use Update Cycle if members**



Scheduler Screen Notes:

•Creates cycles by UIC or department or division. It does not create a cycle for individual members.

•Body Composition and PRT Test dates entered on this screen carry over to the Welcome screen for all members when they login to PRIMS. (The Physical Date come from the Member file.)

•Make sure the Member file is completely up-to-date before creating a cycle. That will eliminate headaches later on in the data entry process.

•Do not create the cycle until you need rosters.

•If you do create a cycle and then transfer someone else into your UIC, you have to create or update the cycle again to make a record show up for that UIC. Clicking Start New Cycle or Create All UIC a second time will not overwrite to existing records.

•Frequently, a CFL will call and report a different UIC is showing up on the BCA or PRT screens for members. This is because when the member was stationed at that UIC, the CFL there created the cycle which created a record for the member. If the record is blank (both BCA and PRT screens), the record can be deleted on the BCA screen. The CFL/ACFL from one UIC cannot edit/change a record from another UIC they do not control. Go back to the Scheduler screen and create/update the cycle for your UIC so a record exists from your command.

•The Start New Cycle and Update Cycle buttons work only for members assigned directly to that UIC (no department or division), or to that department or division. Therefore, if you transfer someone into the PARTS division, you need to create/update the cycle for the PARTS division. It will not work to create/update at the UIC or department level since the member is assigned to the division.

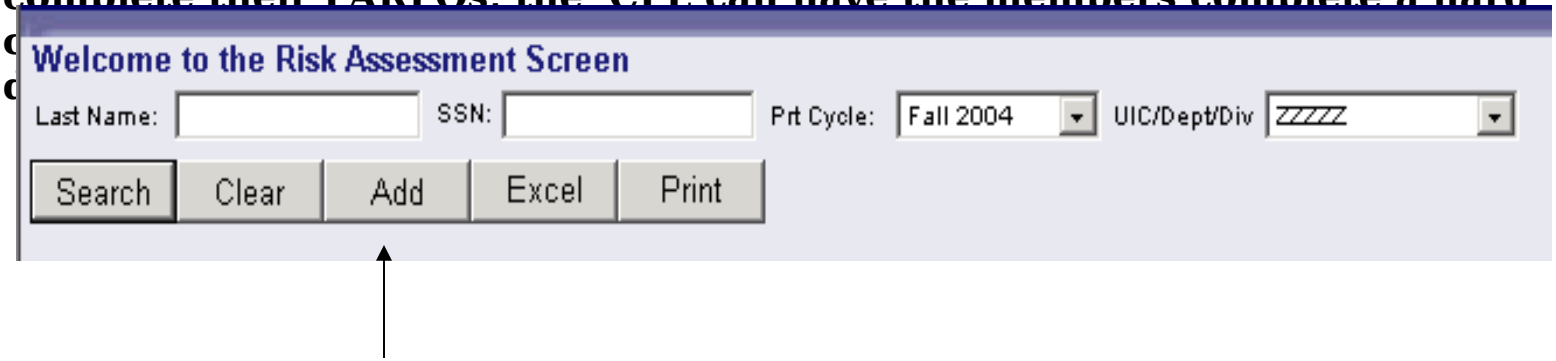
PARFQ Screen:

References: OPNAVINST 6110.1G

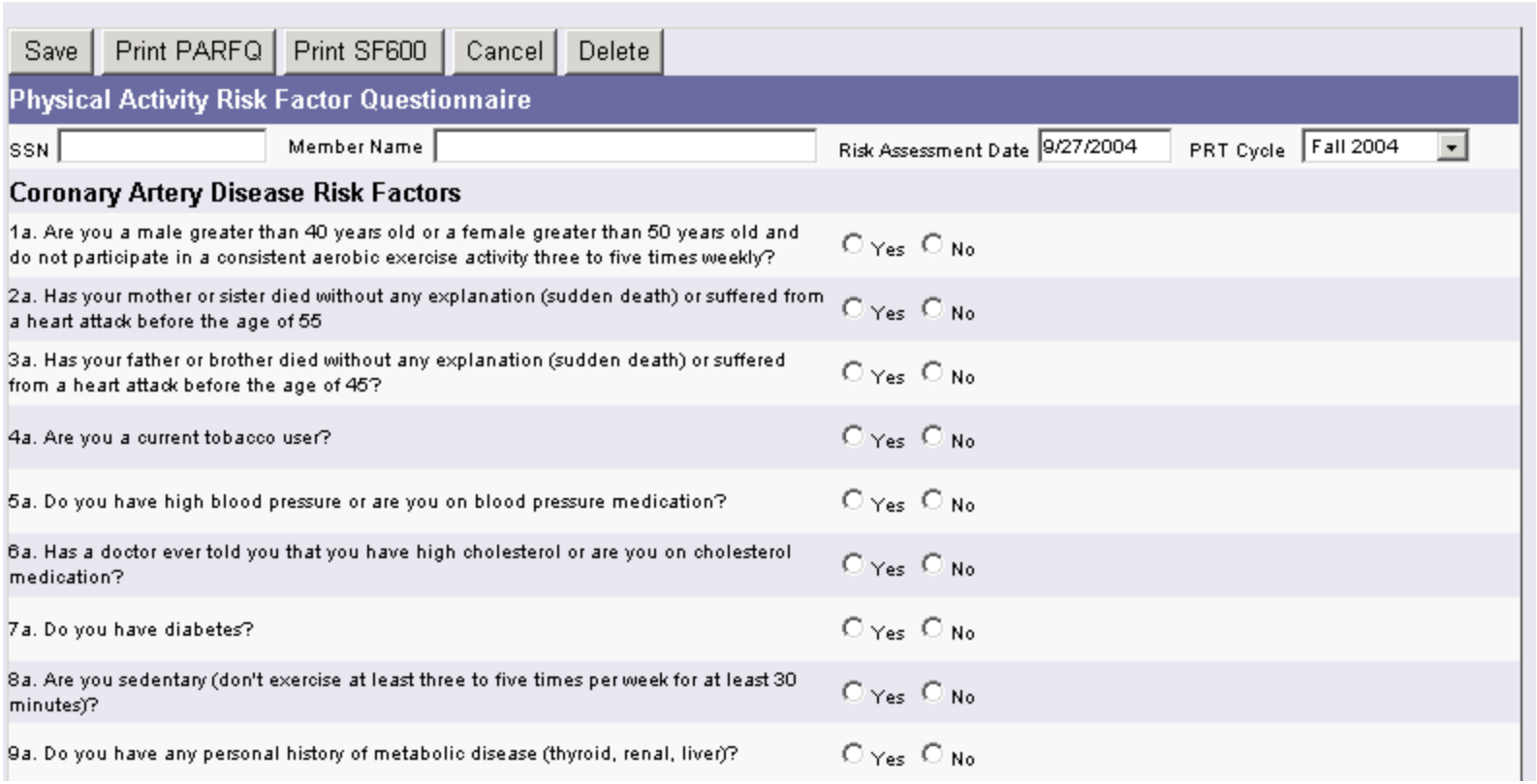
PARFQs (Physical Activity Risk Factor Questionnaires) are now completed twice a year in conjunction with a PRT Cycle approximately 10 weeks before the PRT.

PRIMS is designed so members themselves can login to PRIMS and complete their own PARFQ. If they do, they need to click the appropriate radio buttons, click Save, then click Print PARFQ. A new screen will come up. They will need to click either the printer icon in the toolbar or File, Print. If the member answered Yes to any question except for Smoking they haven't previously been cleared for, they will need to print the SF600 and take both the PARFQ and SF600 to Medical. Medical should sign and date both the PARFQ and SF600 and send the original or a copy back to the CFL. If the member has any medical waivers, the CFL should enter those on the Medical Waiver screen.

If circumstances do not permit members to login individually and complete their PARFQs, the CFL can have the members complete a hard

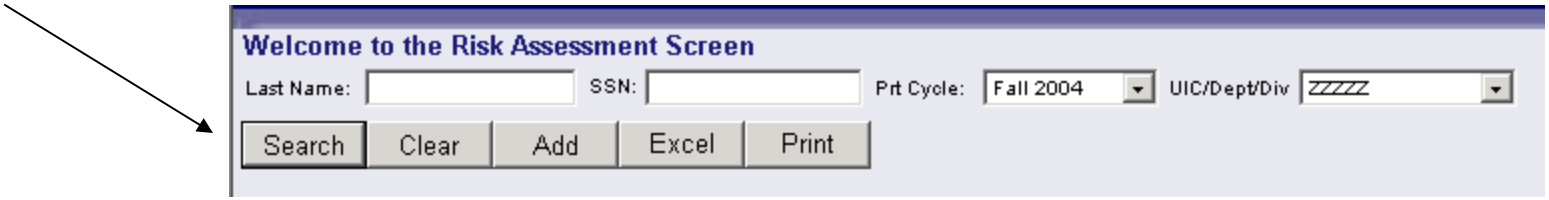


A blank PARFQ for the member appears:

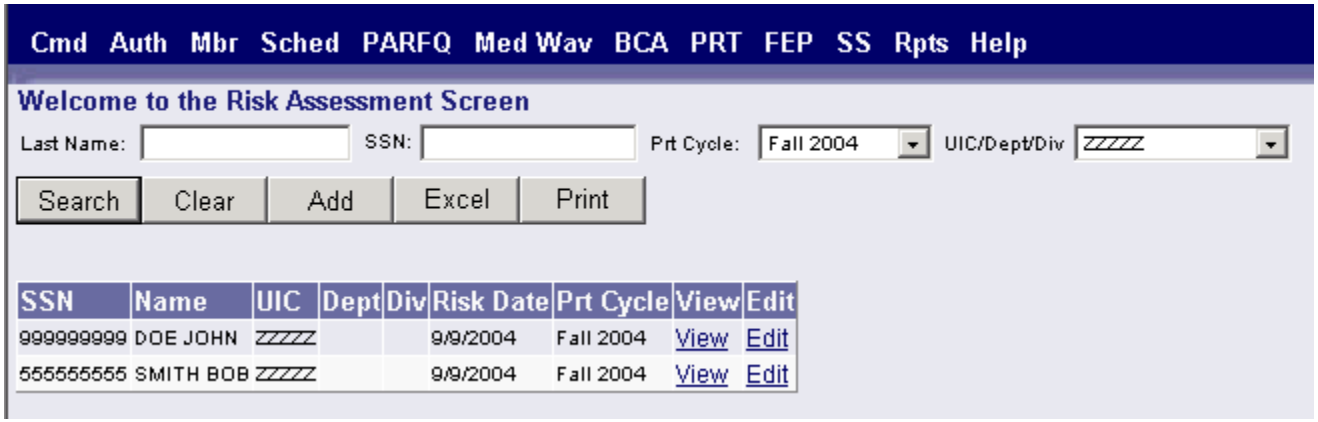

Save
Print PARFQ
Print SF600
Cancel
Delete
Physical Activity Risk Factor Questionnaire
SSN
Member Name
Risk Assessment Date 9/27/2004
PRT Cycle Fall 2004
Coronary Artery Disease Risk Factors
1a. Are you a male greater than 40 years old or a female greater than 50 years old and do not participate in a consistent aerobic exercise activity three to five times weekly? Yes No
2a. Has your mother or sister died without any explanation (sudden death) or suffered from a heart attack before the age of 55 Yes No
3a. Has your father or brother died without any explanation (sudden death) or suffered from a heart attack before the age of 45? Yes No
4a. Are you a current tobacco user? Yes No
5a. Do you have high blood pressure or are you on blood pressure medication? Yes No
6a. Has a doctor ever told you that you have high cholesterol or are you on cholesterol medication? Yes No
7a. Do you have diabetes? Yes No
8a. Are you sedentary (don't exercise at least three to five times per week for at least 30 minutes)? Yes No
9a. Do you have any personal history of metabolic disease (thyroid, renal, liver)? Yes No

Fill in the member's SSN. The Member Name block will automatically fill in from the database when the PARFQ is saved. The Risk Assessment Date defaults to the current date--change it if needed. The PRT Cycle block will default to the current cycle (change it if necessary). Click the appropriate radio buttons. Click Save. Click Print PARFQ. A new page appears. Click either the printer icon in the toolbar or File, Print. If you need to print an SF600, click Back, then click Print SF600, then the printer icon or File Print.

If you need to see a list of members who have already completed their PARFQ, click the Search button.



PRIMS will return a list of members who completed a PARFQ.

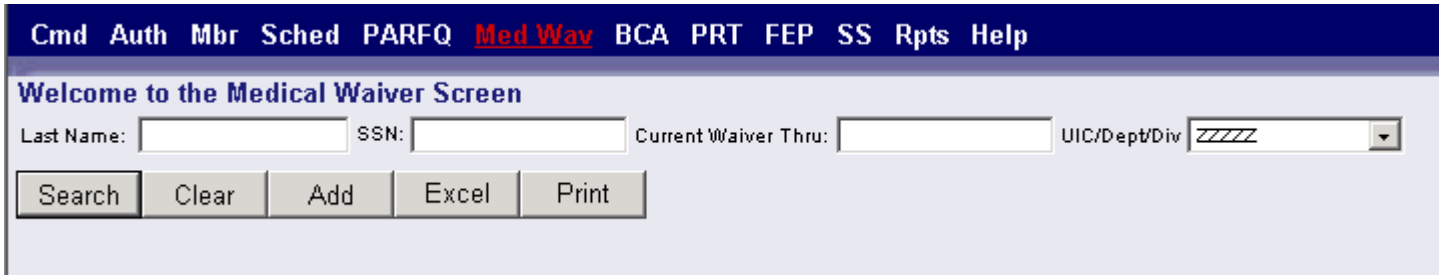


To view or edit a record, click the appropriate link. You can edit a member's record and make changes.

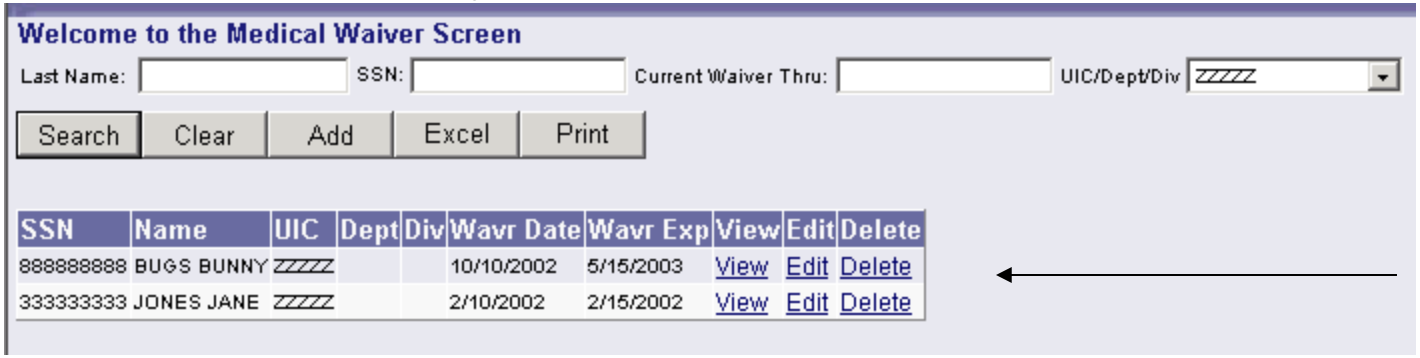
Medical Waiver Screen:

Use this screen to record medical waivers for your members. Make sure you enter them before entering BCA or PRT data.

When you first go to the Medical Waiver screen, this is what you see:



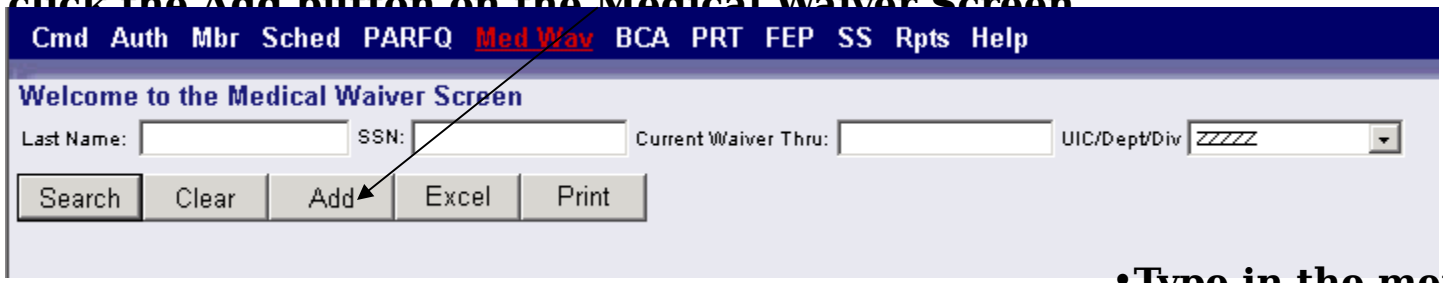
To find medical waivers on a member, type in the last name or SSN and click Search. PRIMS will return any medical waivers it finds on that person. Or you can search on the UIC or department or division and PRIMS will return any waivers it finds that meet that criteria.



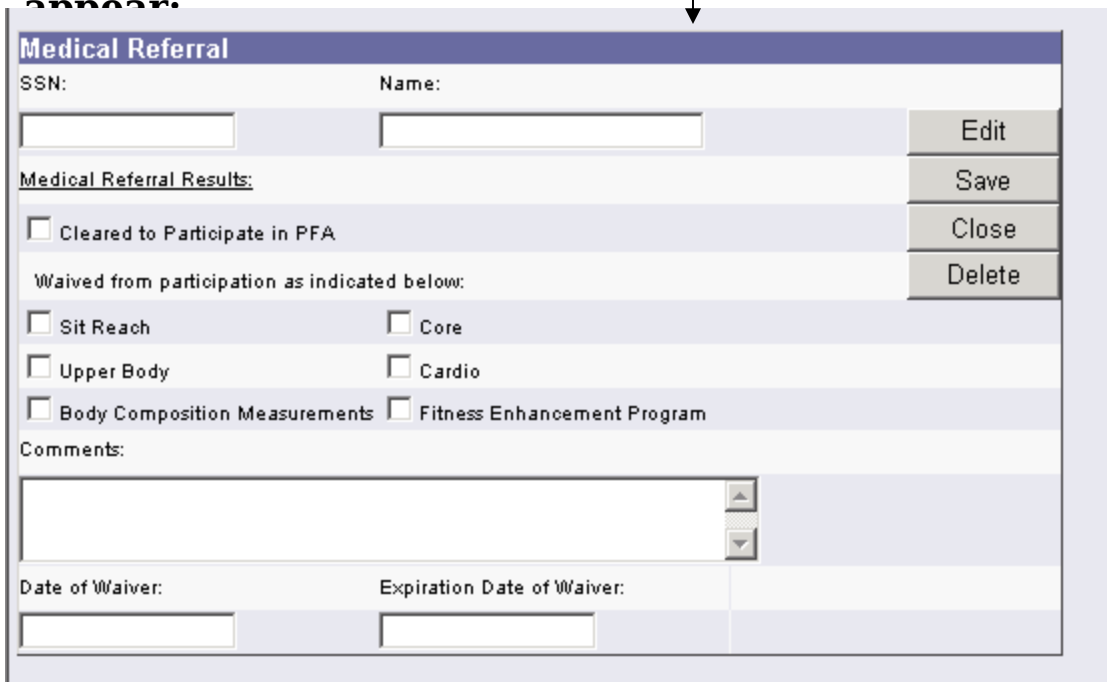
You can edit, view or delete an existing waiver, just click on the appropriate link.

Medical Waiver - Add a New Waiver:

Once you determine that you need to add a new waiver on a member (probably because they just returned from Medical and gave you an SF600), click the Add button on the Medical Waiver Screen



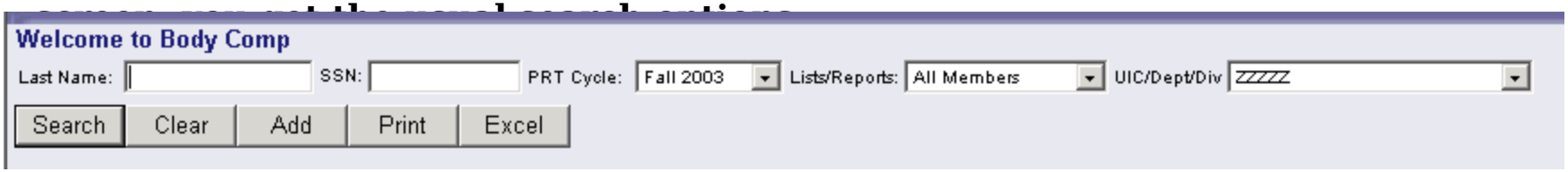
The Medical Referral table will appear:



- **Type in the member's SSN (PRIMS will carry it over from the SSN block in the search line if it is entered there). Do not type in the Name block. PRIMS will fill it in.**
- **Select the events the member is waived from. (Core=curl-ups; Upper Body = pushups)**
- **Type in the Date of Waiver and the Expiration Date of the Waiver.**
- **Click Save.**
- **PROBLEMS: Dates not being entered in the correct format (m-d-yyyy or m/d/yyyy)**
- **Trying to enter an incorrect date; e.g., 11-31-2003 (November**

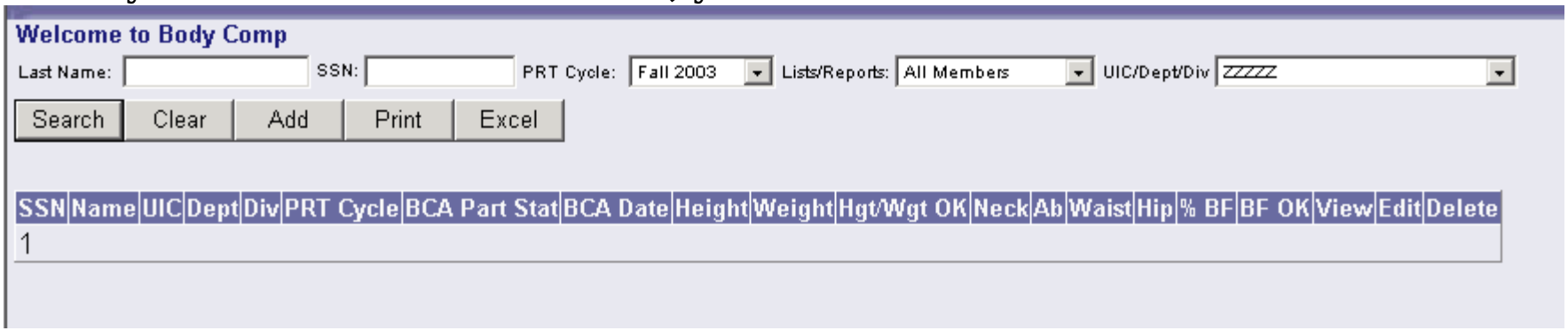
BCA Screen:

This screen is used to enter and track Body Composition Assessment data (height, weight, and measurements) on members. When you first go to this



You can search for an individual member by typing in the Last Name or SSN and clicking Search. You can type in the letter A in the Last Name block, and it will return all records in the command that start with A. OR you can use the UIC/Dept/Div block and search that way.

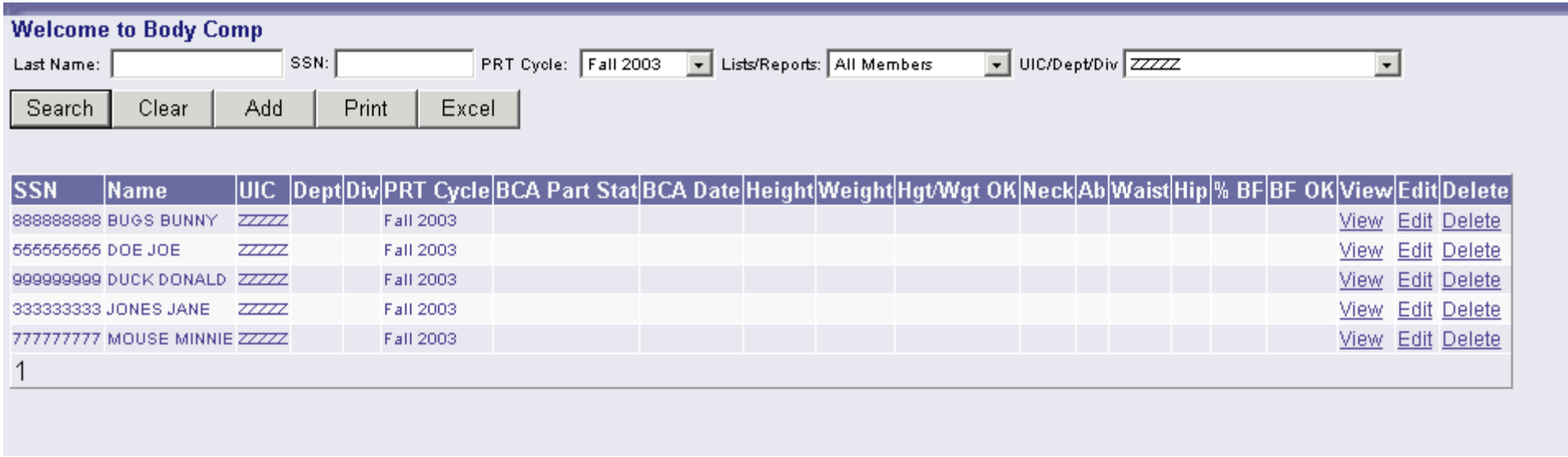
If you did not create a cycle on the Scheduler screen and you try to search on a new cycle that hasn't been entered, you will see this:



NOTE: The BCA and PRT screens are linked. If the record exists on the BCA screen, then it also exists on the PRT screen and vice versa.

BCA Screen continued:

If you create the cycle, PRIMS will return you a grid full of blank records for your command:

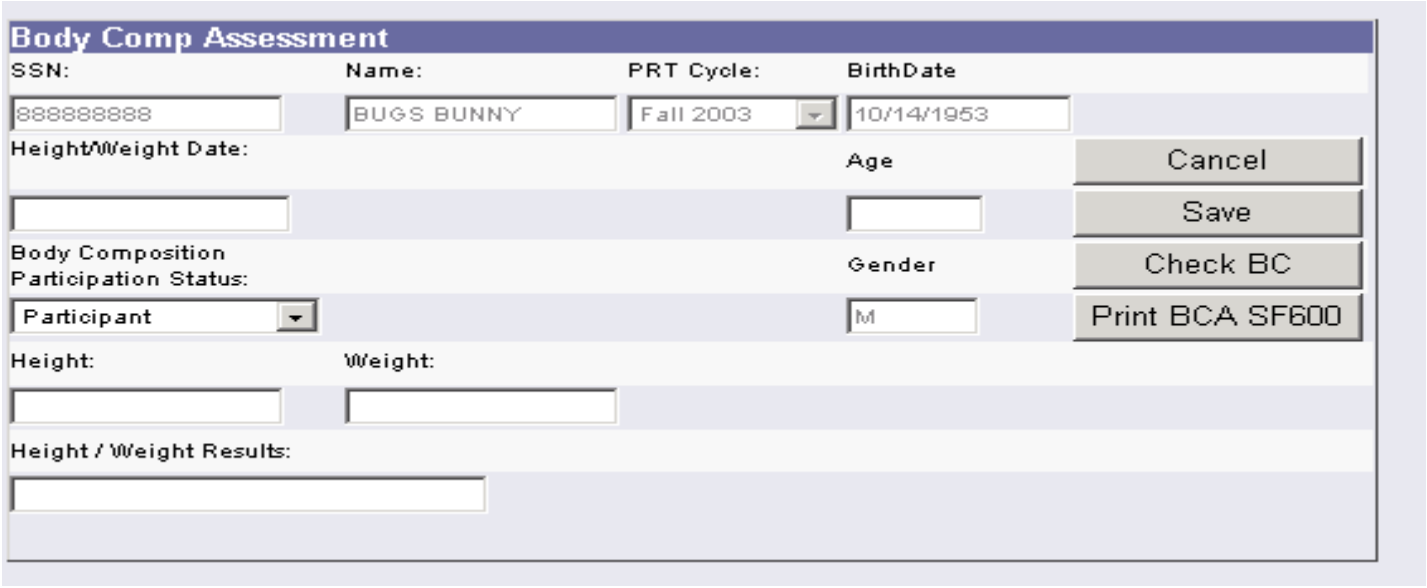

Welcome to Body Comp
Last Name:
SSN:
PRT Cycle:
Fall 2003
Lists/Reports:
All Members
UIC/Dept/Div
ZZZZZ
Search
Clear
Add
Print
Excel
SSN Name UIC Dept Div PRT Cycle BCA Part Stat BCA Date Height Weight Hgt/Wgt OK Neck Ab Waist Hip % BF BF OK View Edit Delete
888888888 BUGS BUNNY ZZZZZ Fall 2003 View Edit Delete
555555555 DOE JOE ZZZZZ Fall 2003 View Edit Delete
999999999 DUCK DONALD ZZZZZ Fall 2003 View Edit Delete
333333333 JONES JANE ZZZZZ Fall 2003 View Edit Delete
777777777 MOUSE MINNIE ZZZZZ Fall 2003 View Edit Delete
1

Now all you have to do is edit the record to enter data.

Clicking Edit will return the Body Comp Assessment table for that member. Please see next page.

BCA Screen continued:

Here is the Body Composition Assessment table. You will now enter a record for a member who participated in the BCA.



Enter the member's BCA data as follows:

Height/Weight Date and if the member is a Participant, enter the member's height (in inches) and weight (in pounds), and Click Check BC (or Save)

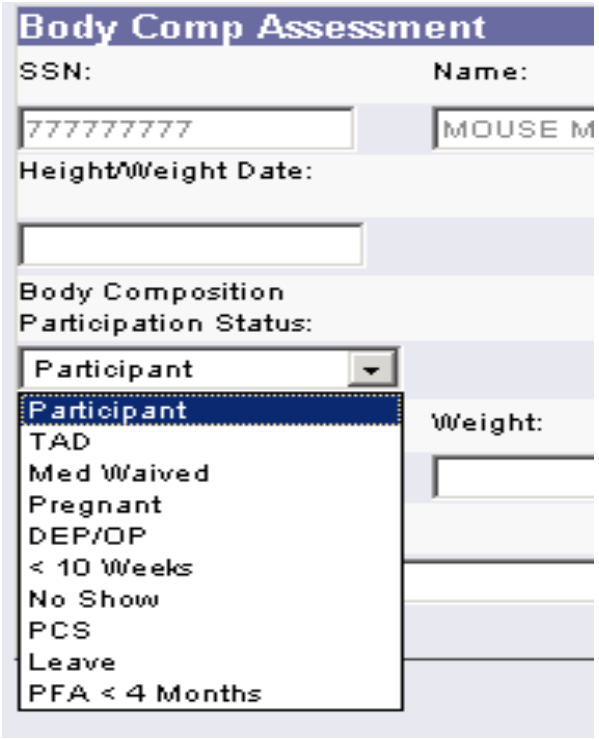
If the member is within height/weight standards, the Height/Weight Results block will display "Within Standards". If the member is not within standards, the height/weight results block will display "NOT Within Standards" and the Body Comp Assessment table will bring up the measurement section.

Type in the member's measurements and click Check BC again (or Save to return immediately to the grid). PRIMS will calculate the % Body Fat and display it. Click Save to return to the grid. You will see the record you just entered in the grid now populated with the data.

From here you can edit another record. If you do, PRIMS will remember the date

BCA Nonparticipation Status Options:

If the member is not a Participant, you have several different options to choose from in the Body Composition Participation Status block: TAD, Med Waived, Pregnant, DEP/OP, < 10 Weeks, No Show, PCS, Leave, PFA < 4 Months. You just make your selection and click the Save button. PRIMS is programmed to prevent you from entering any data on a member in a nonparticipation status.



If you entered a medical waiver for the member on the Medical Waiver screen, PRIMS will automatically find it when you type in the date the BCA was conducted. Medical waivers for BCA are very rare per OPNAVINST 6110.1G.

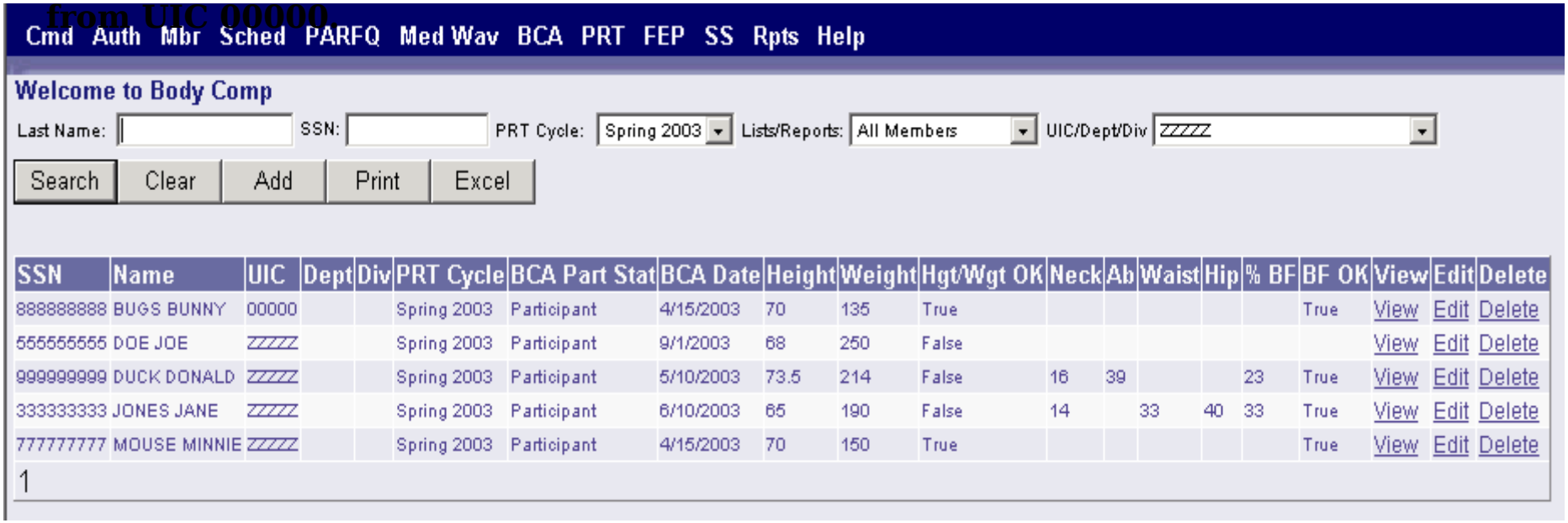
DEP/OP is listed as an option but shouldn't be used very often for BCA. DEP/OP was created for commands who are in a deployed/operational status where circumstances prevent them from being able to conduct the cardio portion of the PRT (for example a carrier or submarine). Members who are DEP/OP should still complete the BCA.

The No Show option is used when members do not show up to take the BCA or who refuse to take it. No Shows are NOT PFA failures. To fail the PFA, the member has to actually TAKE the PFA. If a member is in a No Show status, select that in the Body Composition Participation Status block and click Save. Forward the names and SSNs of the No Shows to the Commanding Officer. It is up to the COs discretion how to handle No Shows.

Members in a TAD status may be required to complete the PFA upon return from TAD depending on how long they were TAD. It's possible they participated in the TAD command's PFA.

A PFA Record with a Different UIC:

Here we see UIC ZZZZZ Spring 2003 cycle, but SSN 88888888 has a PFA record from UIC 00000



Cmd Auth Mbr Sched PARFQ Med Wav BCA PRT FEP SS Rpts Help

Welcome to Body Comp

Last Name: SSN: PRT Cycle: Spring 2003 Lists/Reports: All Members UIC/Dept/Div ZZZZZ

Search Clear Add Print Excel

SSN	Name	UIC	Dept	Div	PRT Cycle	BCA Part Stat	BCA Date	Height	Weight	Hgt/Wgt OK	Neck	Ab	Waist	Hip	% BF	BF OK	View	Edit	Delete
888888888	BUGS BUNNY	00000			Spring 2003	Participant	4/15/2003	70	135	True						True	View	Edit	Delete
555555555	DOE JOE	ZZZZZ			Spring 2003	Participant	9/1/2003	68	250	False							View	Edit	Delete
999999999	DUCK DONALD	ZZZZZ			Spring 2003	Participant	5/10/2003	73.5	214	False	16	39			23	True	View	Edit	Delete
333333333	JONES JANE	ZZZZZ			Spring 2003	Participant	6/10/2003	65	190	False	14		33	40	33	True	View	Edit	Delete
777777777	MOUSE MINNIE	ZZZZZ			Spring 2003	Participant	4/15/2003	70	150	True						True	View	Edit	Delete

1

Why are we seeing this? Because SSN 888888888 was stationed at UIC 00000 and took the Spring 2003 PFA with them. The CFL/ACFL at UIC 00000 recorded the data then at some point, you transferred this member into your UIC. Once in the member file, you (the CFL/ACFL) will be able to see any and all records PRIMS has on a member, regardless of whether or not they are from your UIC.

If the record is blank (has no data) on both the BCA and PRT screens, you can delete it on the BCA screen. If it does have data, you need to know that to determine when the member's next PFA will be.

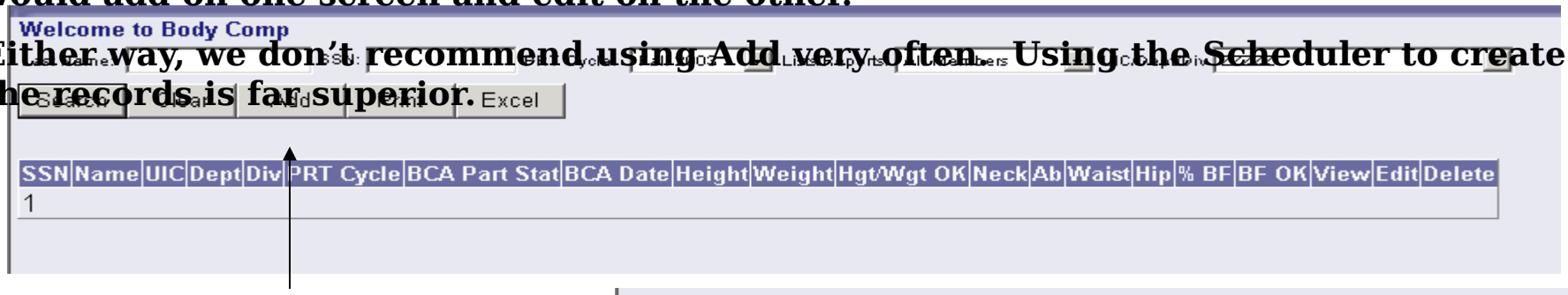
If you need a record for your UIC, go back to the section that describes how to build a cycle on the Scheduler Screen and follow the steps there to create records for your UIC.

Using Add on the BCA Screen:

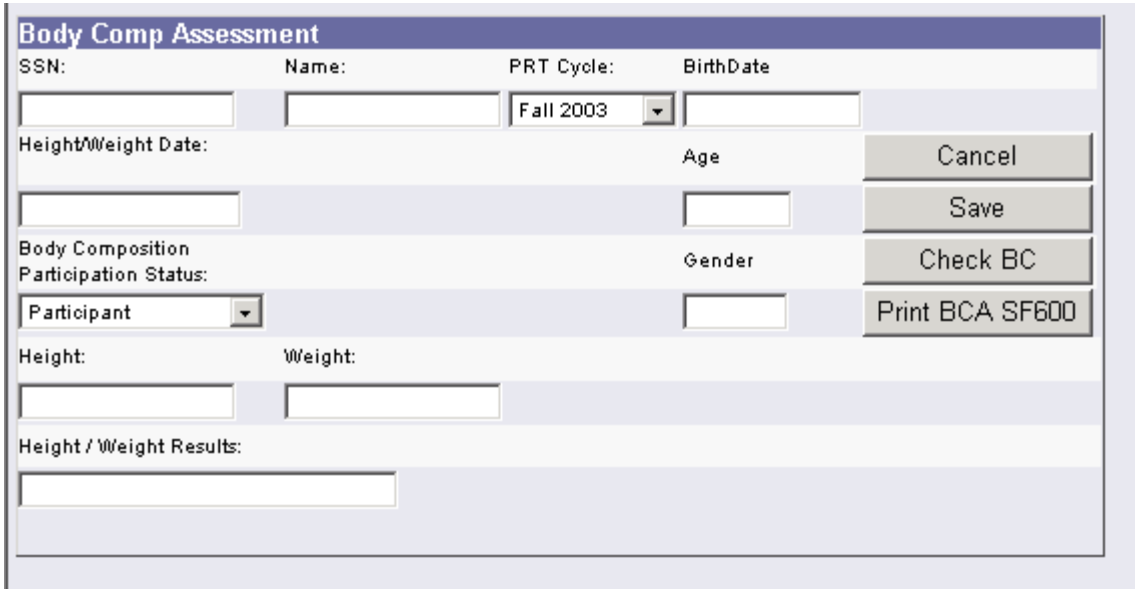
We learned a few pages ago that using the Scheduler screen will create blank records and track data entry. However, there may be come a time when a record doesn't exist and you need to add it but you don't want to update the cycle on Scheduler (maybe you have just one or two records to add!).

To create a blank PFA record, you can use the Add button on either the BCA or PRT screens. If you use it on either the BCA or PRT screens, remember it creates a record for both screens. Therefore, you cannot "add" the same record on both screens. You would add on one screen and edit on the other.

Either way, we don't recommend using Add very often. Using the Scheduler to create the records is far superior.


Welcome to Body Comp
Excel
SSN Name UIC Dept Div PRT Cycle BCA Part Stat BCA Date Height Weight Hgt/Wgt OK Neck Ab Waist Hip % BF BF OK View Edit Delete
1

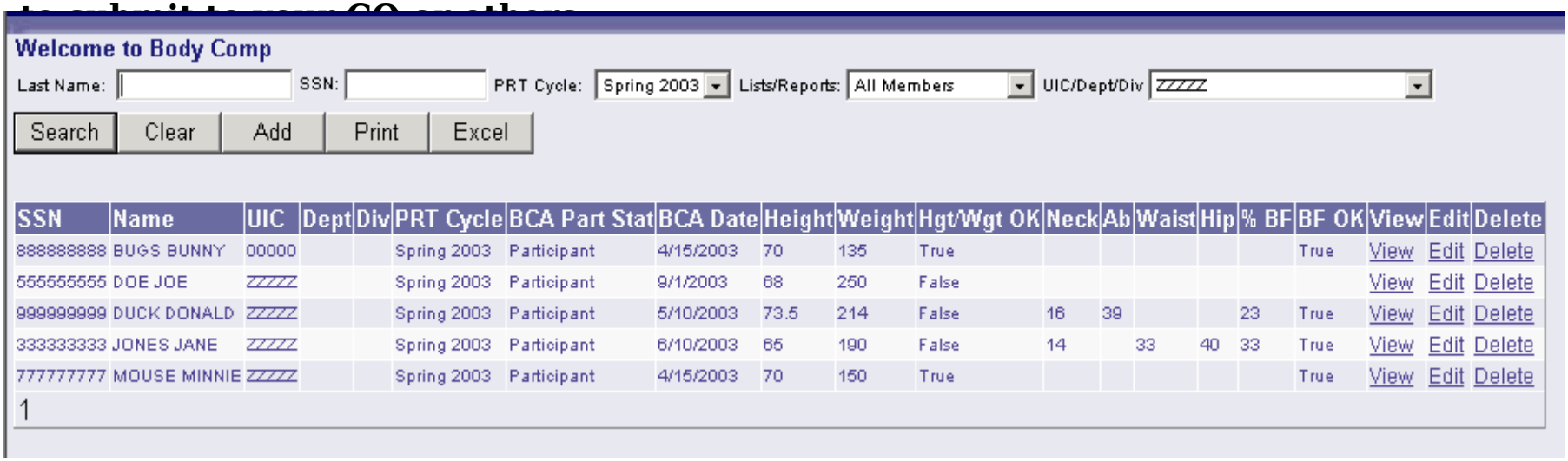
To use the Add button, you just click it. A blank screen will come up as follows:



You will have to type in the SSN, then make sure you select the correct cycle. (PRIMS will fill in the Name, Birthdate, and Age.) Using the TAB key on the keyboard will take you to each field you need to fill in (Height/Weight Date, Body Composition Participation Status, Height and Weight)

BCA Print/Excel Options:

The BCA screen has Print and Excel options you can use to create reports. Using the search grid at the top, retrieve data (you have lots of search options. For instance, you can change the PRT cycle or select one of several different options under Lists/Reports). If you click Print, PRIMS will return a non-editable report you can use



Welcome to Body Comp

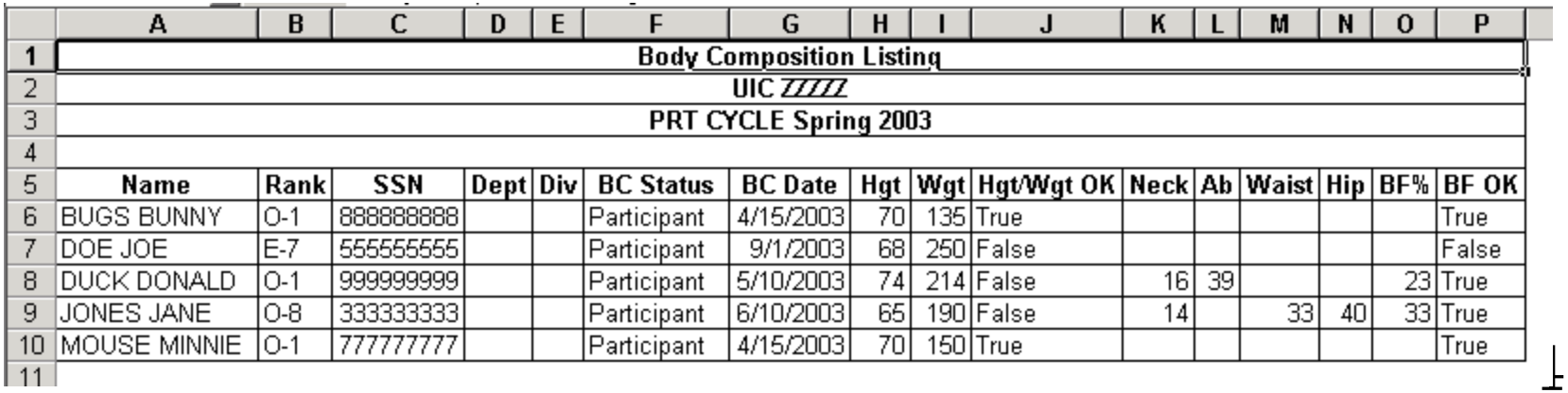
Last Name: SSN: PRT Cycle: Spring 2003 Lists/Reports: All Members UIC/Dept/Div ZZZZZ

Search Clear Add Print Excel

SSN	Name	UIC	Dept	Div	PRT Cycle	BCA Part Stat	BCA Date	Height	Weight	Hgt/Wgt OK	Neck	Ab	Waist	Hip	% BF	BF OK	View	Edit	Delete
888888888	BUGS BUNNY	00000			Spring 2003	Participant	4/15/2003	70	135	True						True	View	Edit	Delete
555555555	DOE JOE	ZZZZZ			Spring 2003	Participant	9/1/2003	68	250	False							View	Edit	Delete
999999999	DUCK DONALD	ZZZZZ			Spring 2003	Participant	5/10/2003	73.5	214	False	16	39			23	True	View	Edit	Delete
333333333	JONES JANE	ZZZZZ			Spring 2003	Participant	6/10/2003	65	190	False	14		33	40	33	True	View	Edit	Delete
777777777	MOUSE MINNIE	ZZZZZ			Spring 2003	Participant	4/15/2003	70	150	True						True	View	Edit	Delete

1

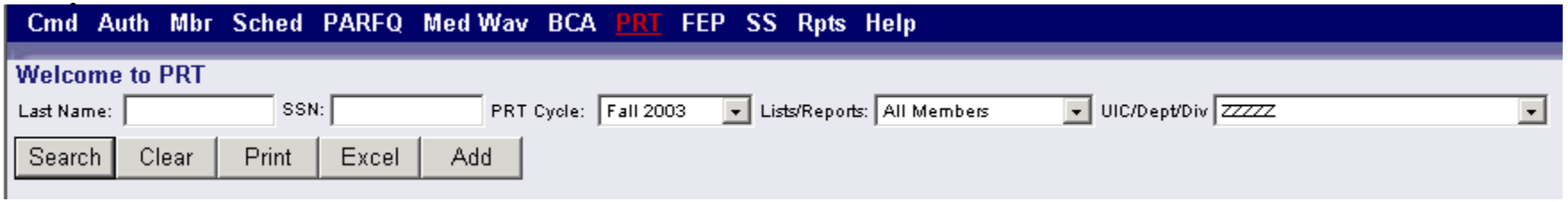
Clicking Excel will actually put your data in an Excel spreadsheet. You can save this report to your PC and make charts and graphs.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Body Composition Listing															
2	UIC ZZZZZ															
3	PRT CYCLE Spring 2003															
4																
5	Name	Rank	SSN	Dept	Div	BC Status	BC Date	Hgt	Wgt	Hgt/Wgt OK	Neck	Ab	Waist	Hip	BF%	BF OK
6	BUGS BUNNY	O-1	888888888			Participant	4/15/2003	70	135	True						True
7	DOE JOE	E-7	555555555			Participant	9/1/2003	68	250	False						False
8	DUCK DONALD	O-1	999999999			Participant	5/10/2003	74	214	False	16	39			23	True
9	JONES JANE	O-8	333333333			Participant	6/10/2003	65	190	False	14		33	40	33	True
10	MOUSE MINNIE	O-1	777777777			Participant	4/15/2003	70	150	True						True
11																

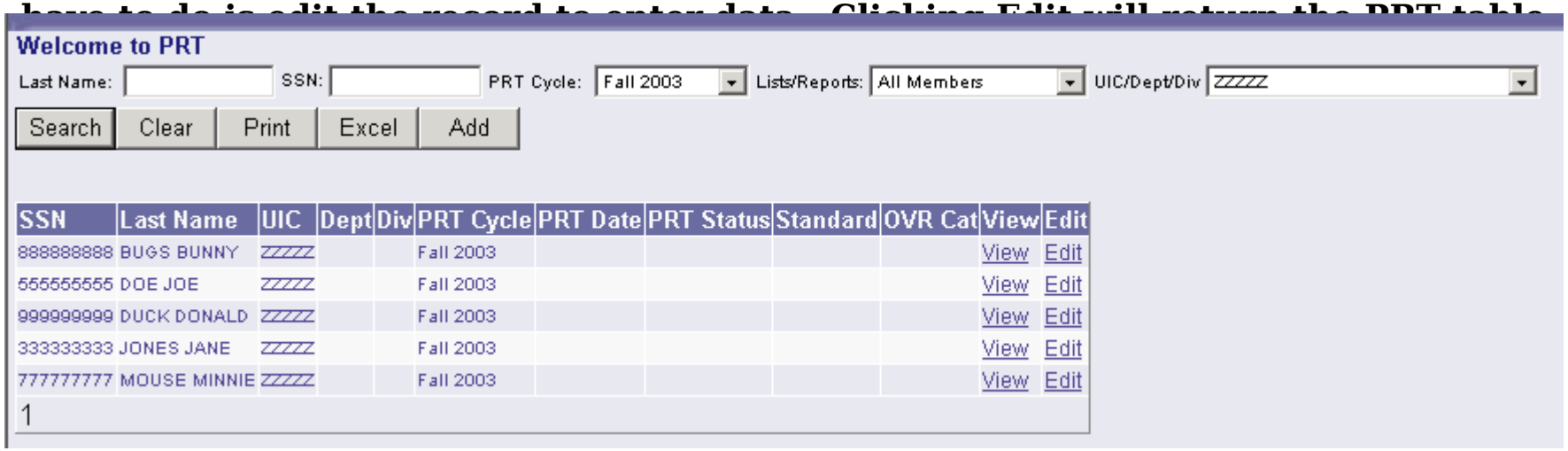
PRT Screen:

This screen is used to enter and track PRT data (core, upper body and cardio scores) on members. When you first go to this screen, you get the usual search

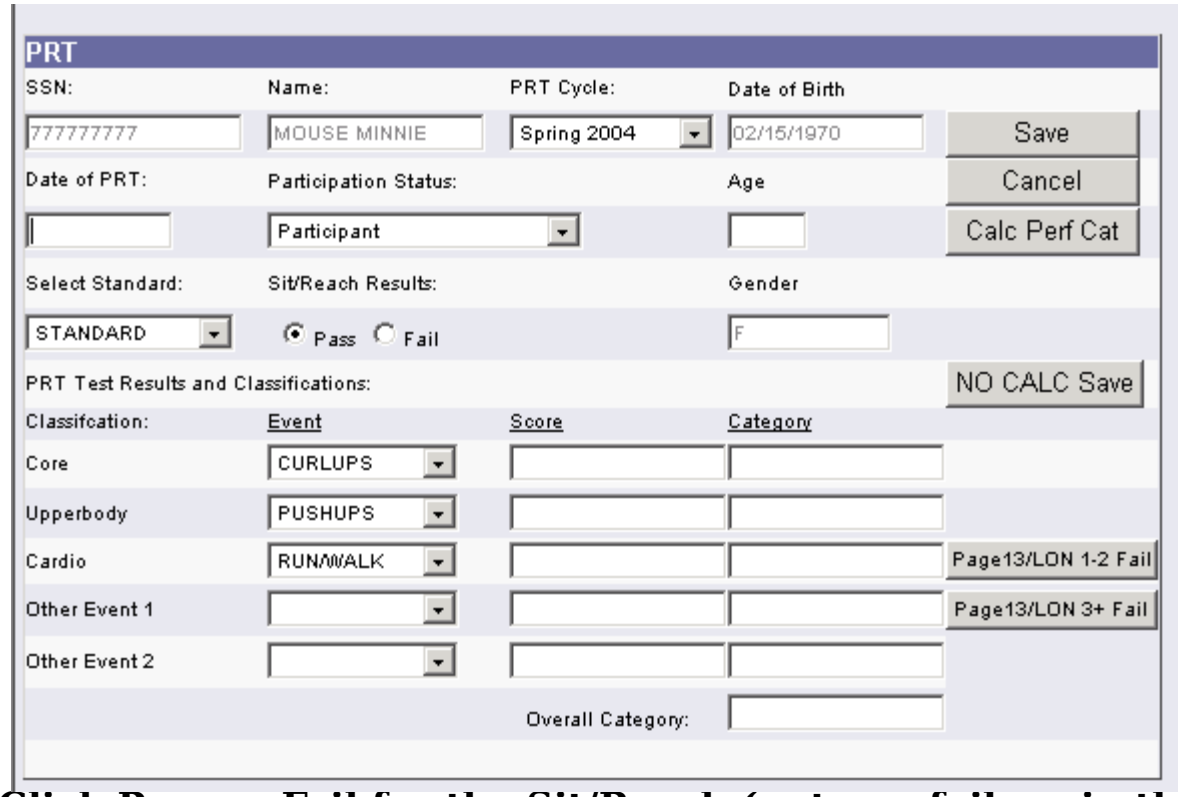


You can search for an individual member by typing in the Last Name or SSN and clicking Search. You can type in the letter A in the Last Name block, and it will return all records in the command that start with A. OR you can use the UIC/Dept/Div block and search that way.

If you did not create a cycle on the Scheduler screen and you try to search on a new cycle that hasn't been entered, you will not see any records. If you did create the cycle, the PRIMS will return the grid for your members as follows. Now all you have to do is edit the record to enter data. Clicking Edit will return the PRT table



This is the member's PRT table where you enter the actual scores from the PRT. Do not enter the points; just the scores.



The cursor will be in the Date of PRT block. Type in the date (m/d/yyyy or m-d-yyyy). Click the Tab key. PRIMS will automatically enter the member's name, calculate the member's age and check the medical waiver file for any waivers and record the waivers it finds.

Tab over to the Participation Status block. If the member participated in at least one PRT event (core, upper body or cardio), select Participant.

Select the Standard (default is Standard) but you also have an High Altitude selection and SPECWAR selections. The USMC is also the selection for members who participate in PFA's the USMC PFA.

Click Pass or Fail for the Sit/Reach (note: a failure in the Sit/Reach is NOT a PFA Failure!).

Tab to the score block for curl-ups and type in the number of curl-ups the member performed. Tab to the Upperbody score block and type in the number of push-ups the member performed. Finally tab to the Cardio score block and type in the event that was the swim, select that in the Event block and type in the cardio time (xxxx), no colon or space.

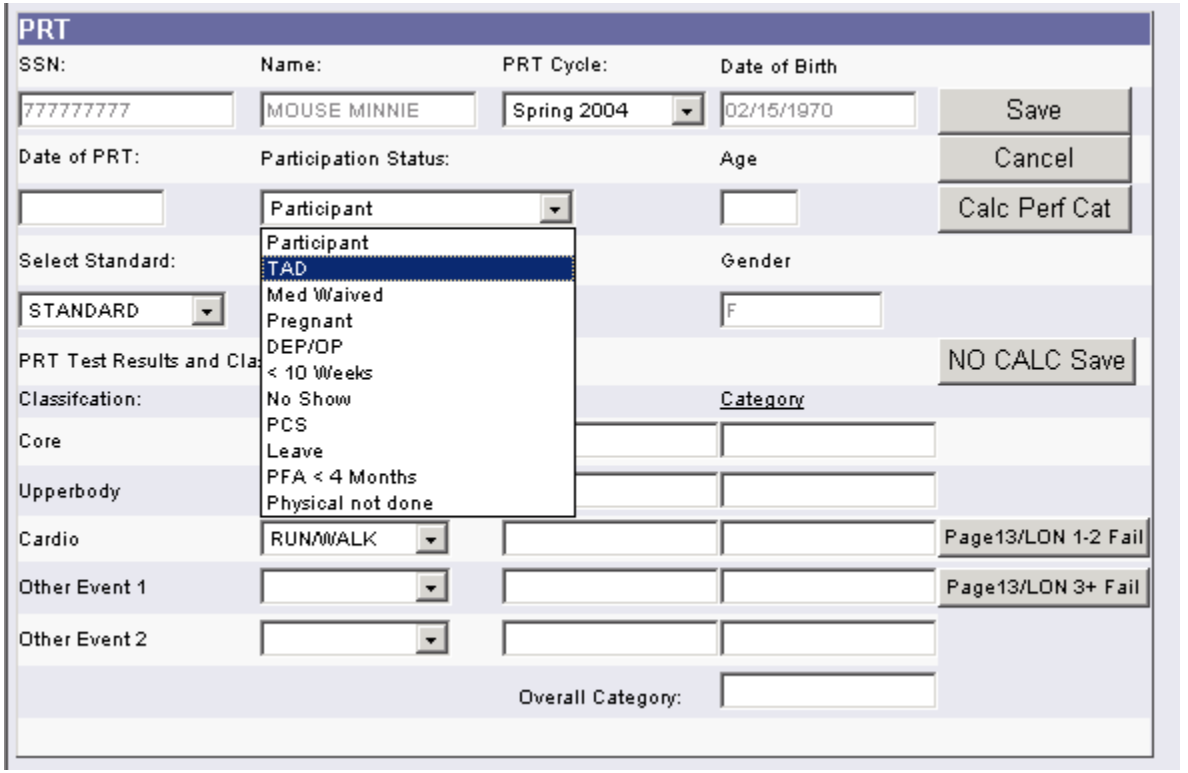
Click Calc Perf Cat. PRIMS will calculate the Overall Category. Click Save.

Note: Selecting any status other than Participant in the Participation Status block

PRT Screen:

Medical Waivers not showing up: PRIMS checks for medical waivers the first time you type a date in the PRT screen. If the medical waiver doesn't show up, it's probably because the PRT record was started before the medical waiver was entered or the medical waiver was entered incorrectly. Make sure the waiver is entered correctly, then edit the PRT record again. Change the PRT Test Date by one day and click the TAB key on the keyboard. PRIMS will go look for waivers again and note them if it finds them. You can then correct the date.

PRT Nonparticipation Status Options:



If the member is not a Participant, you have several different options to choose from in the Participation Status block: TAD, Med Waived, Pregnant, DEP/OP, < 10 Weeks, No Show, PCS, Leave, PFA < 4 Months and Physical not done. You just make your selection and click the Save button. PRIMS is programmed to prevent you from entering any data on a member in a nonparticipation status.

If you entered a medical waiver for the member on the Medical Waiver screen, PRIMS will automatically find it when you type in the date the PRT was conducted.

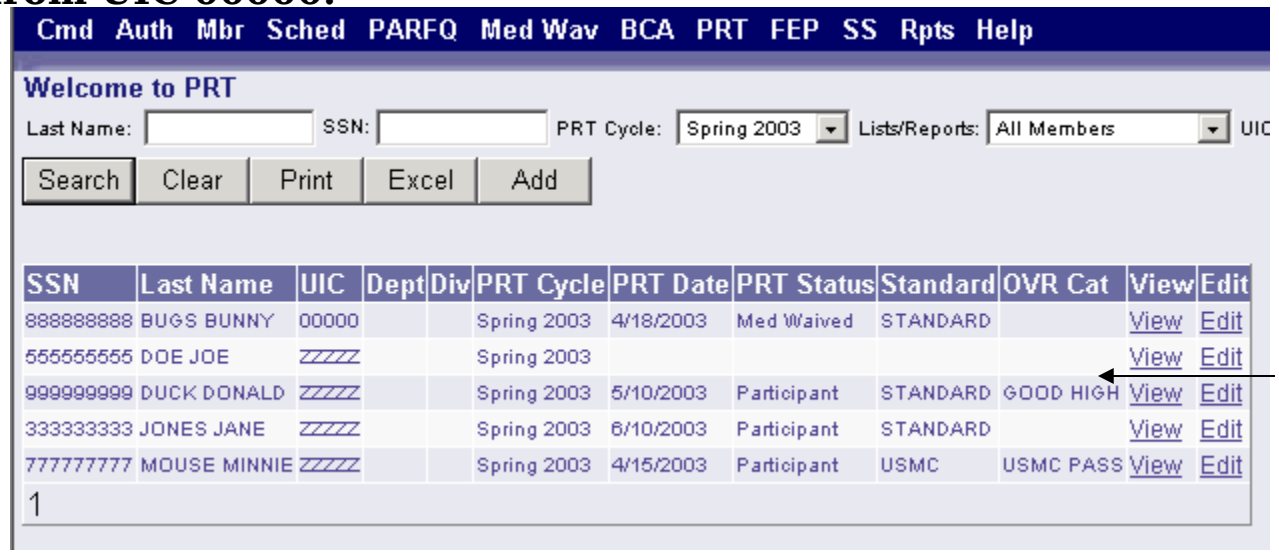
The No Show option is used when members do not show up to take the BCA or who refuse to take it. No Shows are NOT PFA failures. To fail the PFA, the member has to actually TAKE the PFA. If a member is in a No Show status, select that in the PRT Participation Status block and click Save. Forward the names and SSNs of the No Shows to the Commanding Officer. It is up to the COs discretion how to handle No Shows.

Members in a TAD status may be required to complete the PFA upon return from TAD depending on how long they were TAD. It's possible they participated in the TAD command's PFA.

Members in a leave status should be required to complete the PFA upon return from

A PFA Record with a Different UIC:

Here we see UIC ZZZZZ Spring 2003 cycle, but SSN 88888888 has a PFA record from UIC 00000.


Cmd Auth Mbr Sched PARFQ Med Wav BCA PRT FEP SS Rpts Help
Welcome to PRT
Last Name:
SSN:
PRT Cycle: Spring 2003
Lists/Reports: All Members
UIC
Search Clear Print Excel Add
SSN Last Name UIC Dept Div PRT Cycle PRT Date PRT Status Standard OVR Cat View Edit
888888888 BUGS BUNNY 00000 Spring 2003 4/18/2003 Med Waived STANDARD View Edit
555555555 DOE JOE ZZZZZ Spring 2003 View Edit
999999999 DUCK DONALD ZZZZZ Spring 2003 5/10/2003 Participant STANDARD GOOD HIGH View Edit
333333333 JONES JANE ZZZZZ Spring 2003 6/10/2003 Participant STANDARD View Edit
777777777 MOUSE MINNIE ZZZZZ Spring 2003 4/15/2003 Participant USMC USMC PASS View Edit
1

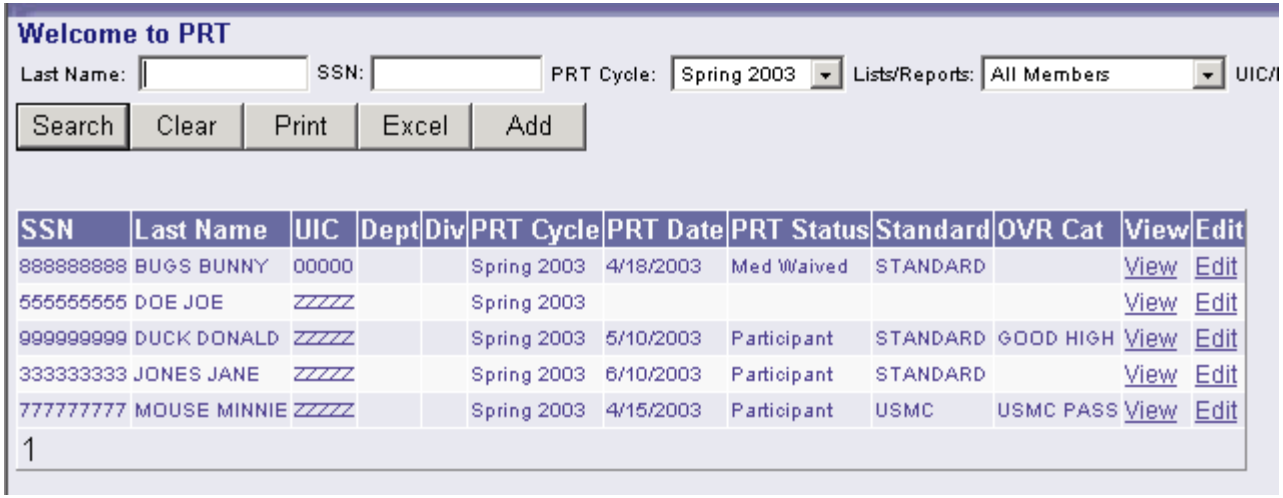
Why are we seeing this? Because SSN 888888888 was stationed at UIC 00000 and took the Spring 2003 PFA with them. The CFL/ACFL at UIC 00000 recorded the data then at some point, you transferred this member into your UIC. Once in the member file, you (the CFL/ACFL) will be able to see any and all records PRIMS has on a member, regardless of whether or not they are from your UIC.

If the record is blank (has no data) on both the BCA and PRT screens, you can delete it on the BCA screen. If it does have data, you need to know that to determine when the member's next PFA will be.

If you need a record for your UIC, go back to the section that describes how to build a

PRT Print/Excel Options:

The PRT screen has Print and Excel options you can use to create reports. Using the search grid at the top, retrieve data (you have lots of search options. For instance, you can change the PRT cycle or select one of several different options under Lists/Reports).



SSN	Last Name	UIC	Dept	Div	PRT Cycle	PRT Date	PRT Status	Standard	OVR Cat	View	Edit
888888888	BUGS BUNNY	00000			Spring 2003	4/18/2003	Med Waived	STANDARD		View	Edit
555555555	DOE JOE	ZZZZZ			Spring 2003					View	Edit
999999999	DUCK DONALD	ZZZZZ			Spring 2003	5/10/2003	Participant	STANDARD	GOOD HIGH	View	Edit
333333333	JONES JANE	ZZZZZ			Spring 2003	6/10/2003	Participant	STANDARD		View	Edit
777777777	MOUSE MINNIE	ZZZZZ			Spring 2003	4/15/2003	Participant	USMC	USMC PASS	View	Edit

1

If you click Print, PRIMS will return a non-editable report you can use to submit to your CO or others

PRT List

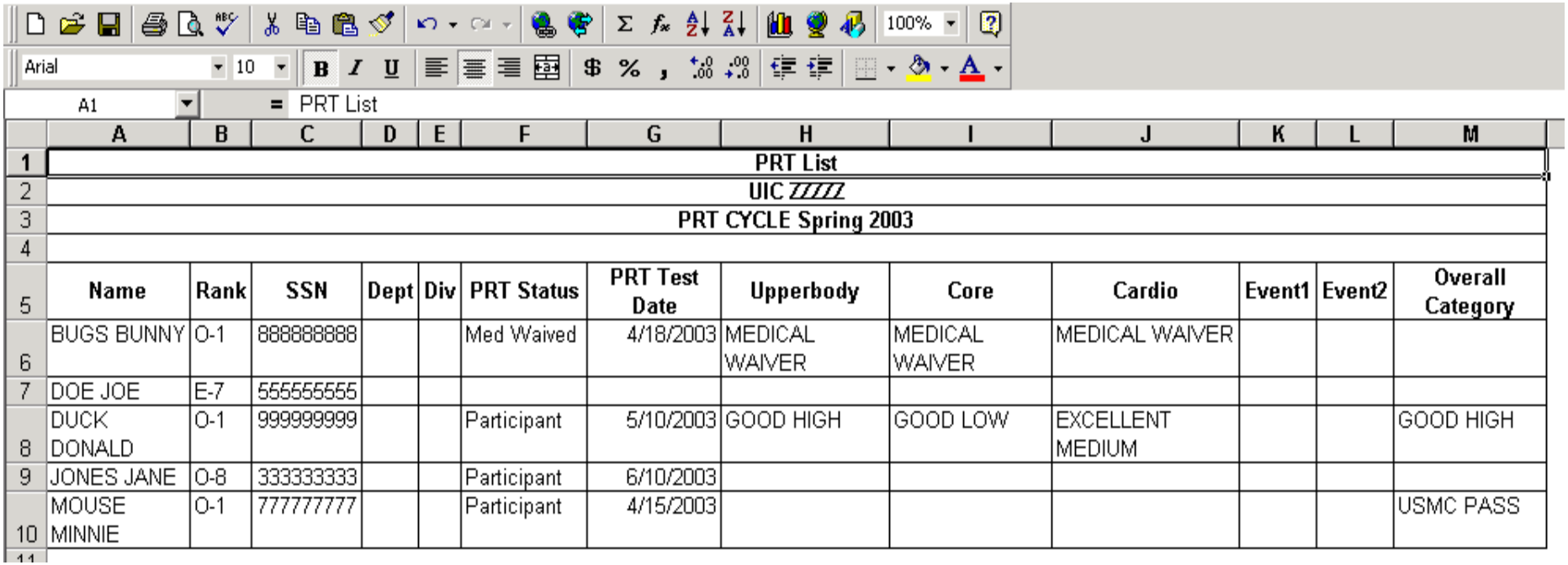
UIC ZZZZZ

PRT CYCLE Spring 2003

Name	Rank	SSN	Dept	Div	PRT Status	PRT Test Date	Upperbody	Core	Cardio	Event1	Event2	Overall Category
BUGS BUNNY	O-1	888888888			Med Waived	04/18/2003	MEDICAL WAIVER	MEDICAL WAIVER	MEDICAL WAIVER			
DOE JOE	E-7	555555555										
DUCK DONALD	O-1	999999999			Participant	05/10/2003	GOOD HIGH	GOOD LOW	EXCELLENT MEDIUM			GOOD HIGH
JONES JANE	O-8	333333333			Participant	06/10/2003						
MOUSE MINNIE	O-1	777777777			Participant	04/15/2003						USMC PASS

PRT Print/Excel Options:

Clicking Excel will actually put your data in an Excel spreadsheet. You can save this report to your PC and make charts and graphs.



A1 = PRT List

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	PRT List												
2	UIC /////												
3	PRT CYCLE Spring 2003												
4													
5	Name	Rank	SSN	Dept	Div	PRT Status	PRT Test Date	Upperbody	Core	Cardio	Event1	Event2	Overall Category
6	BUGS BUNNY	O-1	888888888			Med Waived	4/18/2003	MEDICAL WAIVER	MEDICAL WAIVER	MEDICAL WAIVER			
7	DOE JOE	E-7	555555555										
8	DUCK DONALD	O-1	999999999			Participant	5/10/2003	GOOD HIGH	GOOD LOW	EXCELLENT MEDIUM			GOOD HIGH
9	JONES JANE	O-8	333333333			Participant	6/10/2003						
10	MOUSE MINNIE	O-1	777777777			Participant	4/15/2003						USMC PASS

FEP SCREEN

PRIMS automatically enrolls members in the FEP Program under the following conditions:

•A BC or PRT failure.

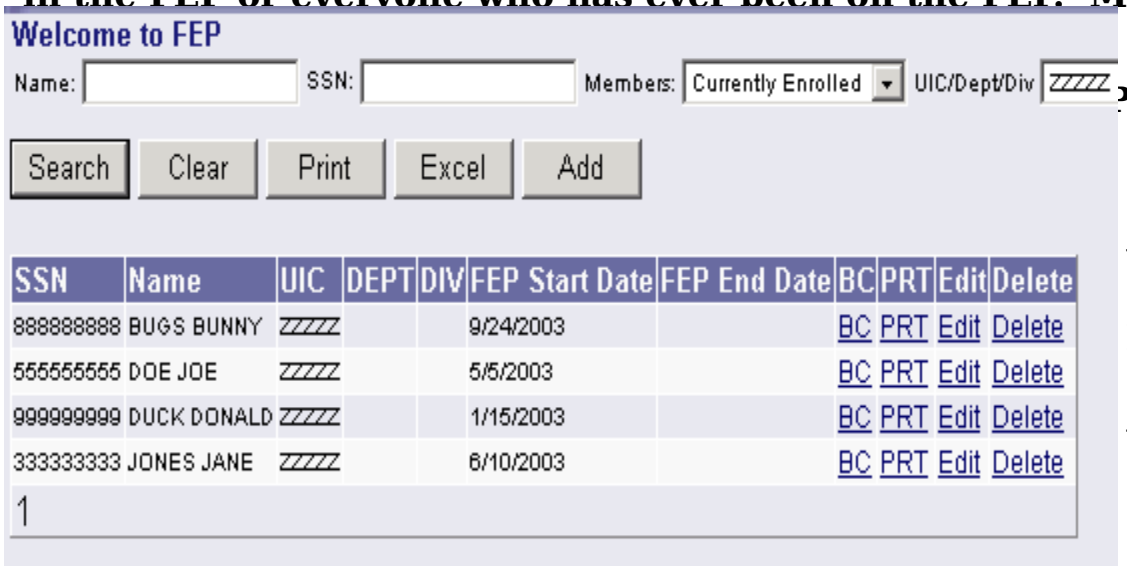
•Being at the upper limit for body fat and scoring less than Good Low on ANY PRT event (not overall score).

•Having an overall score of Probationary.

•Are waived from two PRT events and score "Probationary" on the third event.

•Are waived from one PRT event and score "Probationary " on each of the remaining two events.

To see a list of members on the FEP Program at your UIC, go to the FEP screen. The standard search bar is there to help you, except the Lists/Reports option has been changed to a Members option. You can choose to see either everyone currently enrolled in the FEP or everyone who has ever been on the FEP. Make your selection and click Search.



This is a list of the members in your command who are currently on the FEP program.

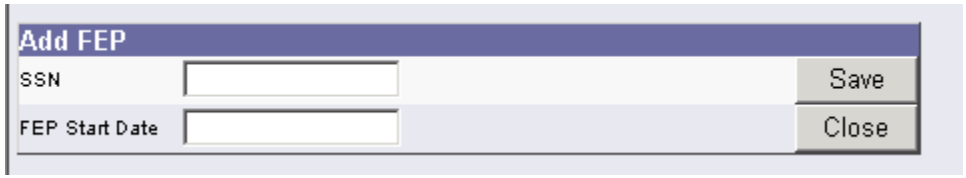
Notice there is a FEP Start Date and an FEP End Date. The Start Date comes from the date the member met one of the conditions above. You will enter the End Date when the member has met the requirements to be removed from the FEP Program. Do not enter a future end date.

When a member meets the requirements to be removed from FEP, you just click Edit on this grid and fill in the FEP End Date.

Delete should be used to remove

Manually Adding an FEP Member

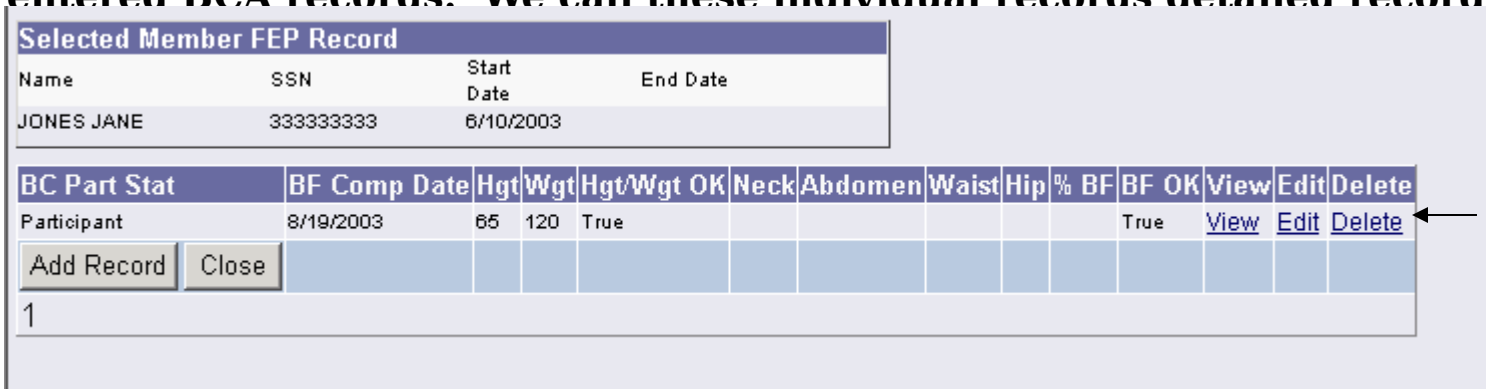
Sometimes, the CO may assign a member to the FEP Program or the member themselves may choose to be assigned to FEP. If this happens, just go to the FEP Screen and click the Add button. A table will appear.



Just type in the member's SSN and FEP Start Date and click Save. This adds the member to the FEP Program.

Adding mock BCA/PRT Records to the FEP:

Monthly FEPs should be conducted for BCAs and PRTs . To enter the data, just click either the BC or PRT link depending on what kind of data you need to enter. If it's body composition data, click the BC link. The screen will change and show you that member's FEP Program data and individually-entered BCA records. We call these individual records detailed records.



Selected Member FEP Record

Name	SSN	Start Date	End Date
JONES JANE	333333333	6/10/2003	

BC Part Stat	BF Comp Date	Hgt	Wgt	Hgt/Wgt OK	Neck	Abdomen	Waist	Hip	% BF	BF OK	View	Edit	Delete
Participant	8/19/2003	65	120	True						True	View	Edit	Delete

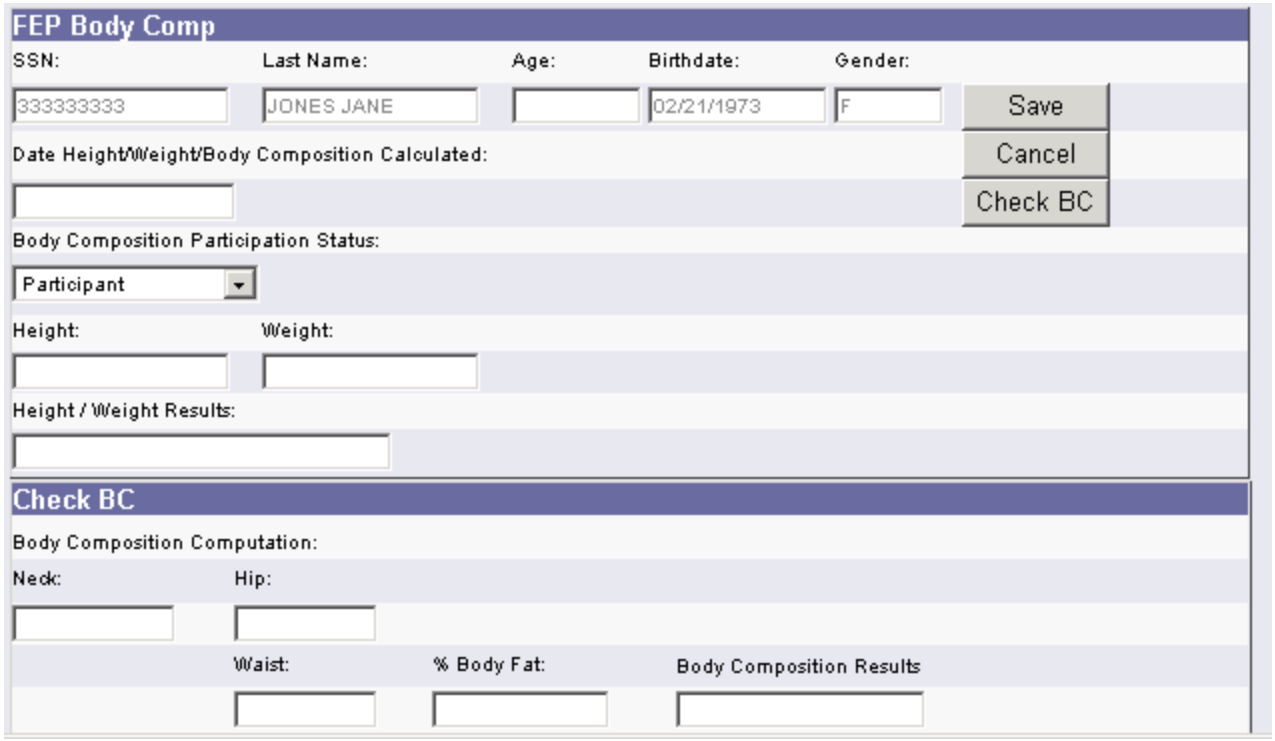
Add Record | Close

1

Currently entered record. It can be edited or deleted.

Let's pretend you need to add a new record for the September 2003 FEP Cycle. Click the Add Record Button. The FEP BCA table appears. This should look very familiar since it's almost the same as the table on the BCA screen.

FEP Screen - Adding a BCA Record:

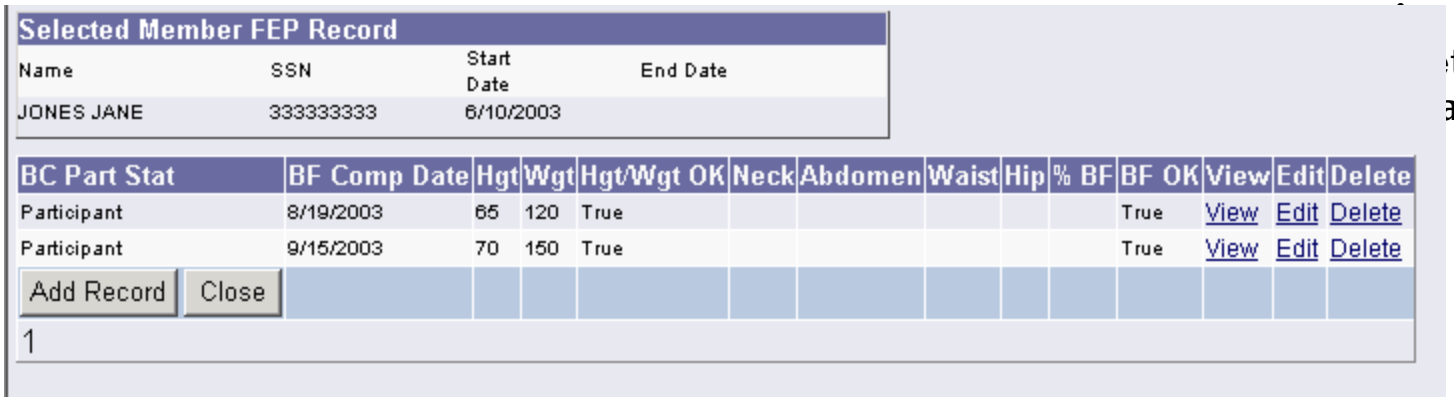


Just like you did on the BCA screen, enter the Date, height, Weight and click Check BC or enter measurements if necessary). Click Save or Check BC.

Clicking Save will save the data and automatically return you to the Detailed grid where you can see the data you just entered.

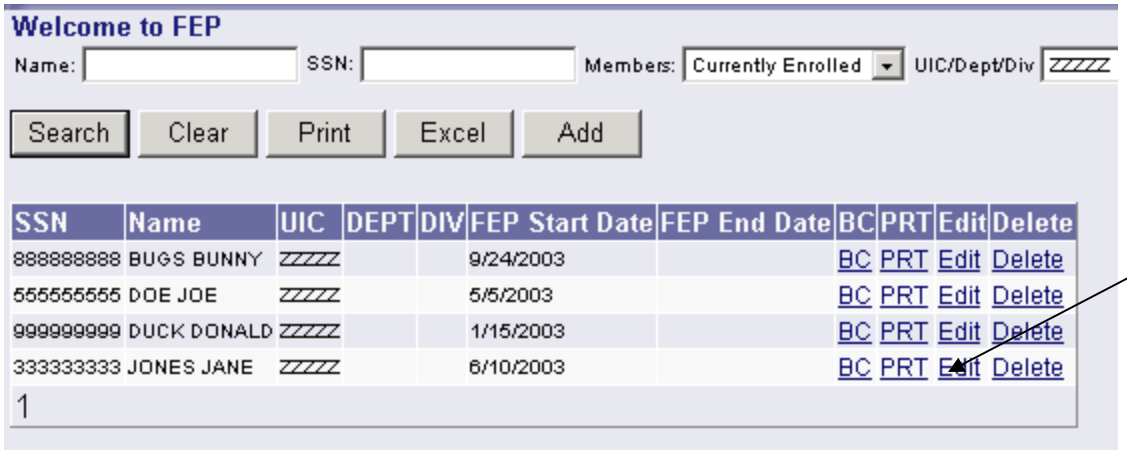
You can add another record by clicking the Add Record button.

Clicking Close will return you to the Program grid.



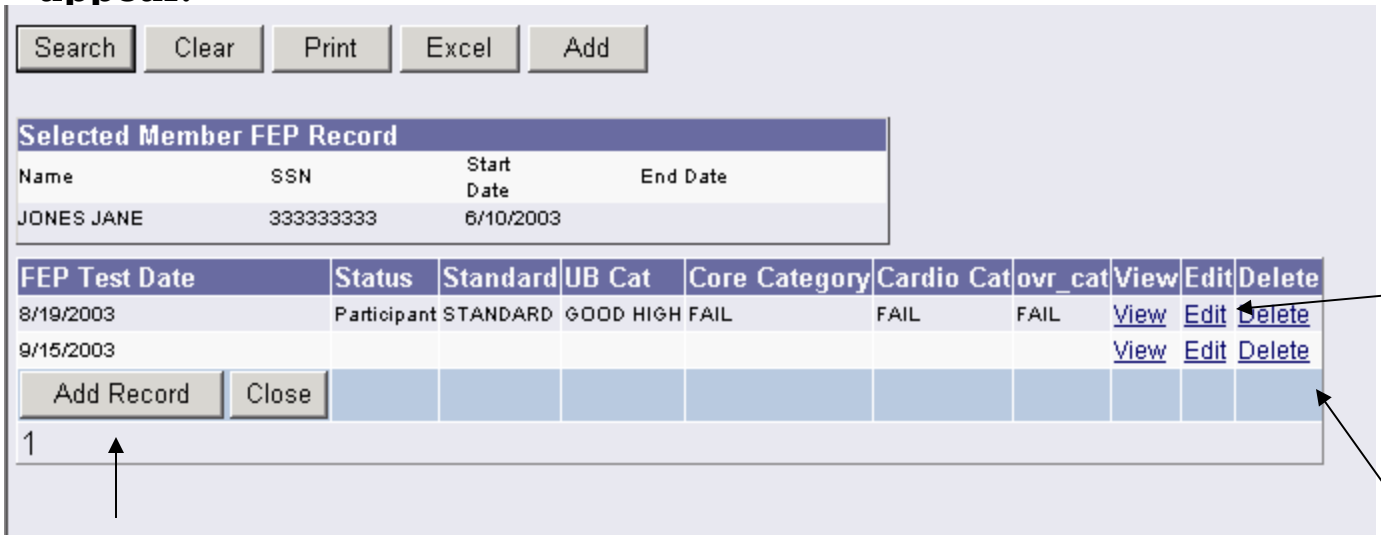
NOTE: Clicking Add Record on either the BCA or FAT options adds a record on the opposite screen. Therefore, if you click Add Record for BCA, you automatically

FEP Screen - Adding a PRT Record:


Welcome to FEP
Name:
SSN:
Members: Currently Enrolled
UIC/Dept/Div ZZZZZ
Search
Clear
Print
Excel
Add
SSN Name UIC DEPT DIV FEP Start Date FEP End Date BC PRT Edit Delete
888888888 BUGS BUNNY ZZZZZ 9/24/2003 BC PRT Edit Delete
555555555 DOE JOE ZZZZZ 5/5/2003 BC PRT Edit Delete
999999999 DUCK DONALD ZZZZZ 1/15/2003 BC PRT Edit Delete
333333333 JONES JANE ZZZZZ 6/10/2003 BC PRT Edit Delete
1

From the grid, click the PRT link.

The PRT Detailed Records will appear.

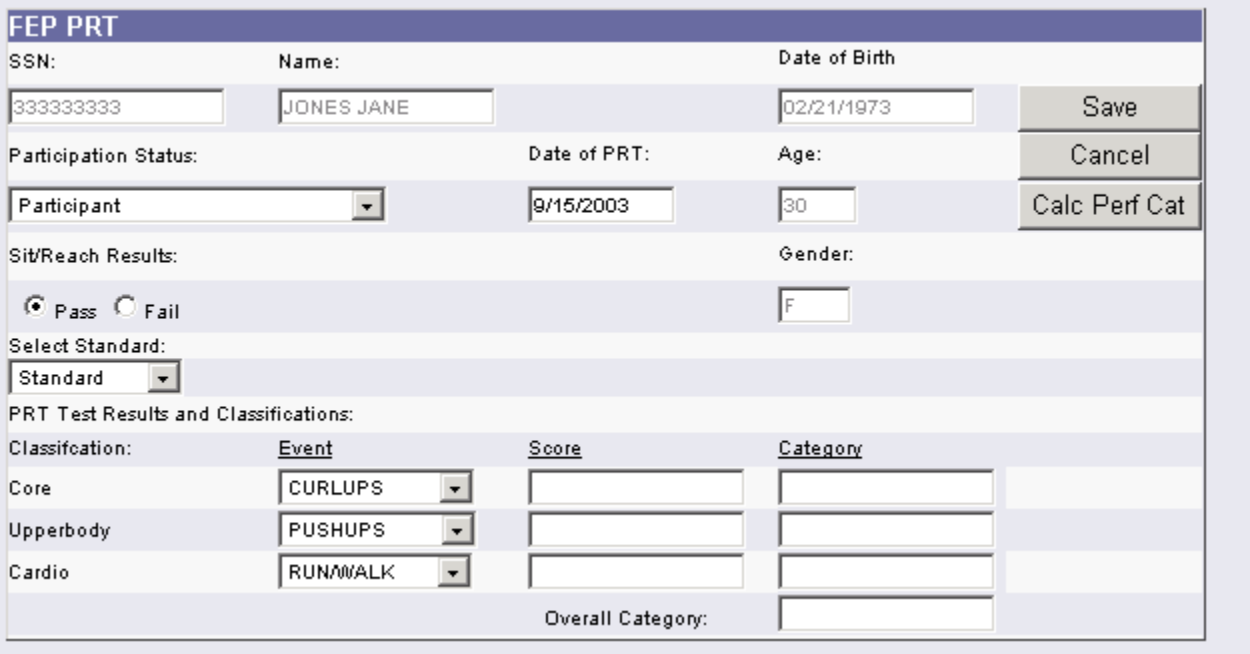


Notice there is a blank record for 9/15/2003. This was created when we entered the BCA for this member for September. (Normally, most commands conduct the monthly FEP on the same day. This is why the BCA and PRT records are linked in PRIMS.) To enter data for 9/15/2003, click the Edit link. The PRT table will appear with the date already filled in.

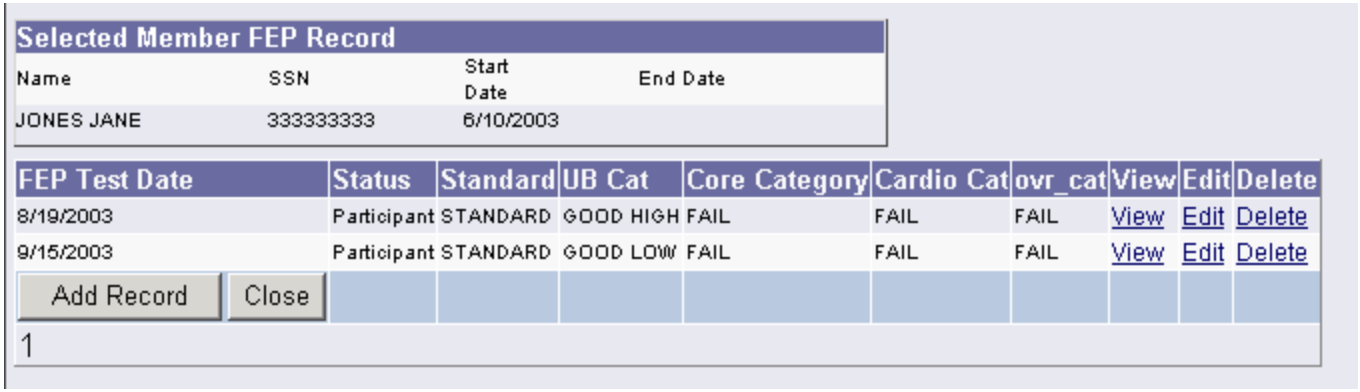
To add a new record, click the Add Record button. The PRT table will appear with the date blank.

To delete the record,

FEP - Entering PRT Data

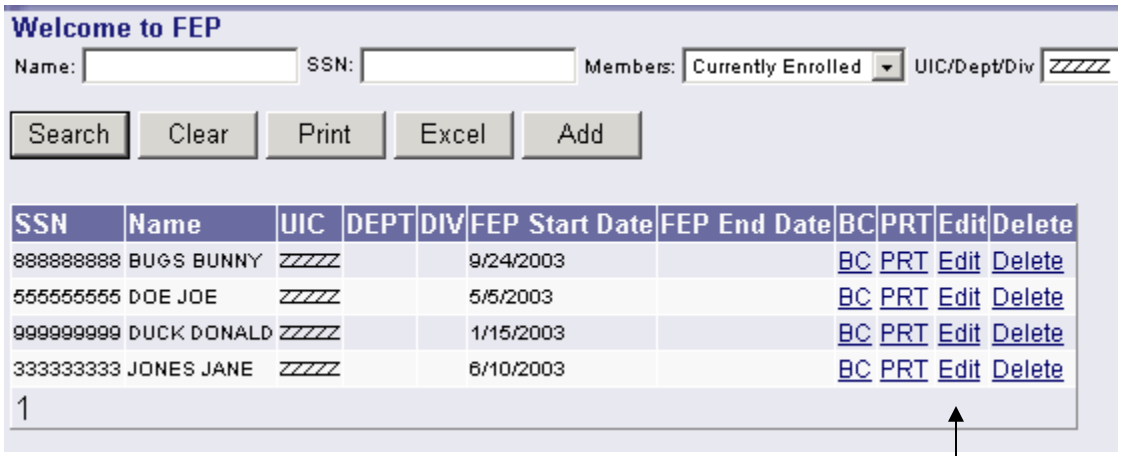


Enter the data on this screen just like you did for PRT. Click the Calc Perf Cat button then Save or just click Save. The Detailed Grid will appear again, and you'll see the data you just entered.



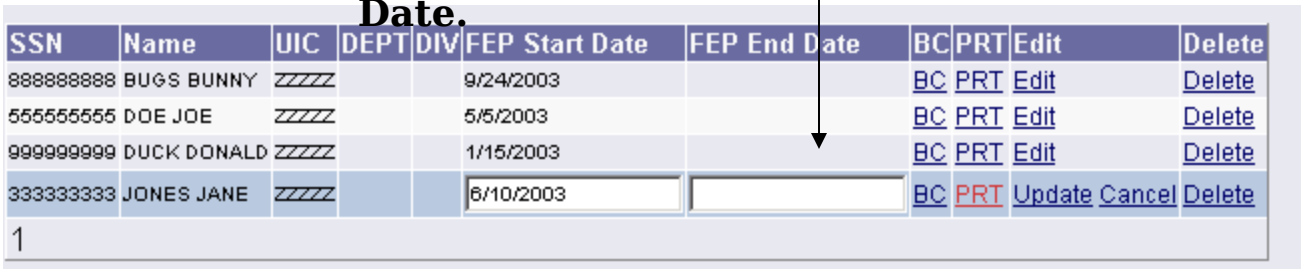
To add another record, click the Add Record button (this will create a record on FEP BCA too!). Clicking Close returns you to the Program Grid.

FEP Screen - Deleting from the Program Grid


Welcome to FEP
Name:
SSN:
Members: Currently Enrolled
UIC/Dept/Div ZZZZZ
Search
Clear
Print
Excel
Add
SSN Name UIC DEPT DIV FEP Start Date FEP End Date BC PRT Edit Delete
888888888 BUGS BUNNY ZZZZZ 9/24/2003 BC PRT Edit Delete
555555555 DOE JOE ZZZZZ 5/5/2003 BC PRT Edit Delete
999999999 DUCK DONALD ZZZZZ 1/15/2003 BC PRT Edit Delete
333333333 JONES JANE ZZZZZ 6/10/2003 BC PRT Edit Delete
1

Clicking Delete on the Program grid removes the record from the program grid and all BCA and PRT records. Delete here should only be used for records that shouldn't have been entered.

If a member has completed the FEP, click Edit on the Program Grid and fill in the FEP End Date.


SSN Name UIC DEPT DIV FEP Start Date FEP End Date BC PRT Edit Delete
888888888 BUGS BUNNY ZZZZZ 9/24/2003 BC PRT Edit Delete
555555555 DOE JOE ZZZZZ 5/5/2003 BC PRT Edit Delete
999999999 DUCK DONALD ZZZZZ 1/15/2003 BC PRT Edit Delete
333333333 JONES JANE ZZZZZ 6/10/2003 BC PRT Update Cancel Delete
1

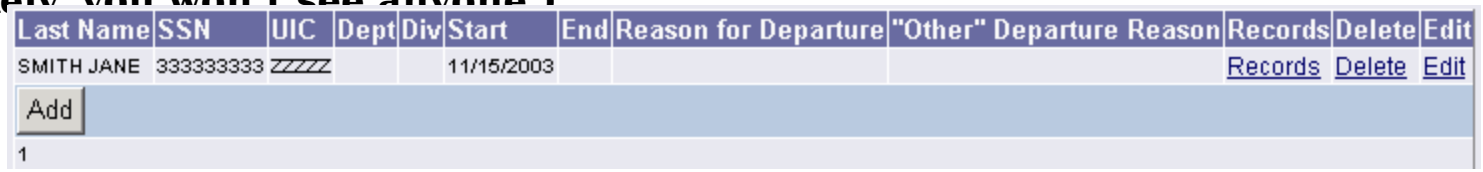
ShipShape Screen:

ShipShape is a BUMED-Approved Weight Management Program. It is designed to provide members with basic knowledge of nutrition and effective techniques for healthy eating.

Attendance is open to personnel who exceed or are in danger of exceeding BCA standards and are recommended by Commanders, COs, and OICs.

PRIMS does not automatically enroll anyone in ShipShape and it works a lot like the FEP screen does.

When you first go to the ShipShape screen and click Search, you will see a list of members currently enrolled in the ShipShape Program. (More than likely, you won't see anyone.)



To add a member to the ShipShape program, click the Add button.

Type in the member's SSN and Start Date (m/d/yyyy). Click Save. The record will appear in the Program Grid.

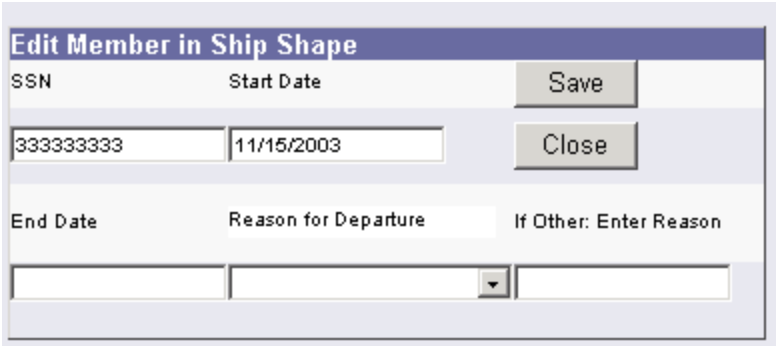
ShipShape Program Grid (Edit and End Date)

Last Name	SSN	UIC	Dept	Div	Start	End	Reason for Departure	"Other" Departure Reason	Records	Delete	Edit
SMITH JANE	333333333	ZZZZZ			11/15/2003				Records	Delete	Edit

Add

1

To edit a program record, click the Edit link. The following box will appear.



You can change the Start date. When a member completes the program, fill in the End date and the Reason for Departure (if other is selected in Reason for Department, fill in the If Other, Enter Reason block). Click Save.

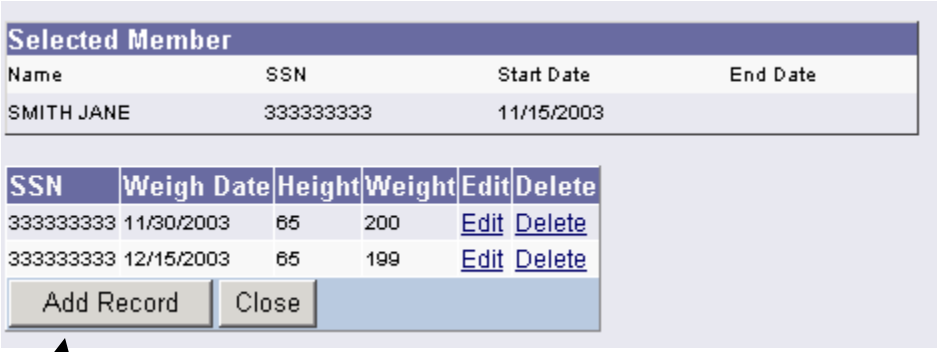
Clicking Delete in the Program Grid will remove the entire program record and any other records associated with the ShipShape Program. You would need to delete a record only if it shouldn't have been entered.

ShipShape Program Records:

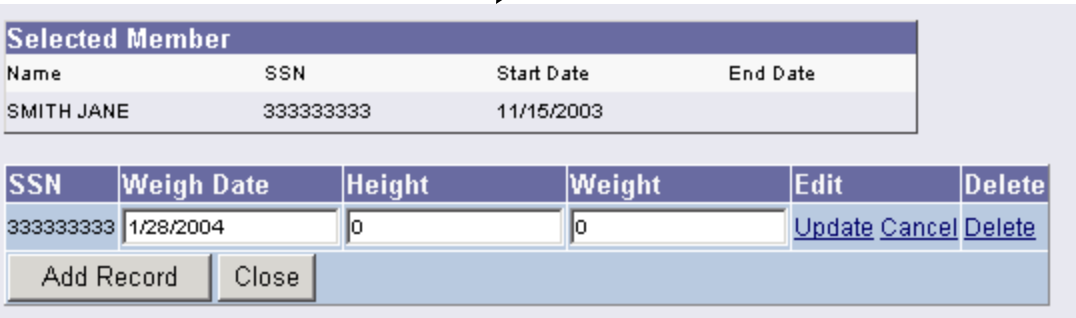
Members in ShipShape are weighed periodically. There is usually an initial weigh-in, a monthly weigh-in, and an ending weigh-in.

To add these records, click the Records link in the Program grid for a member.

The Detailed ShipShape tables appear. You will also see any previously entered records.



Click the Add Record button. The entry screen will appear.



The Weigh Date defaults to the current date. Change it if necessary.

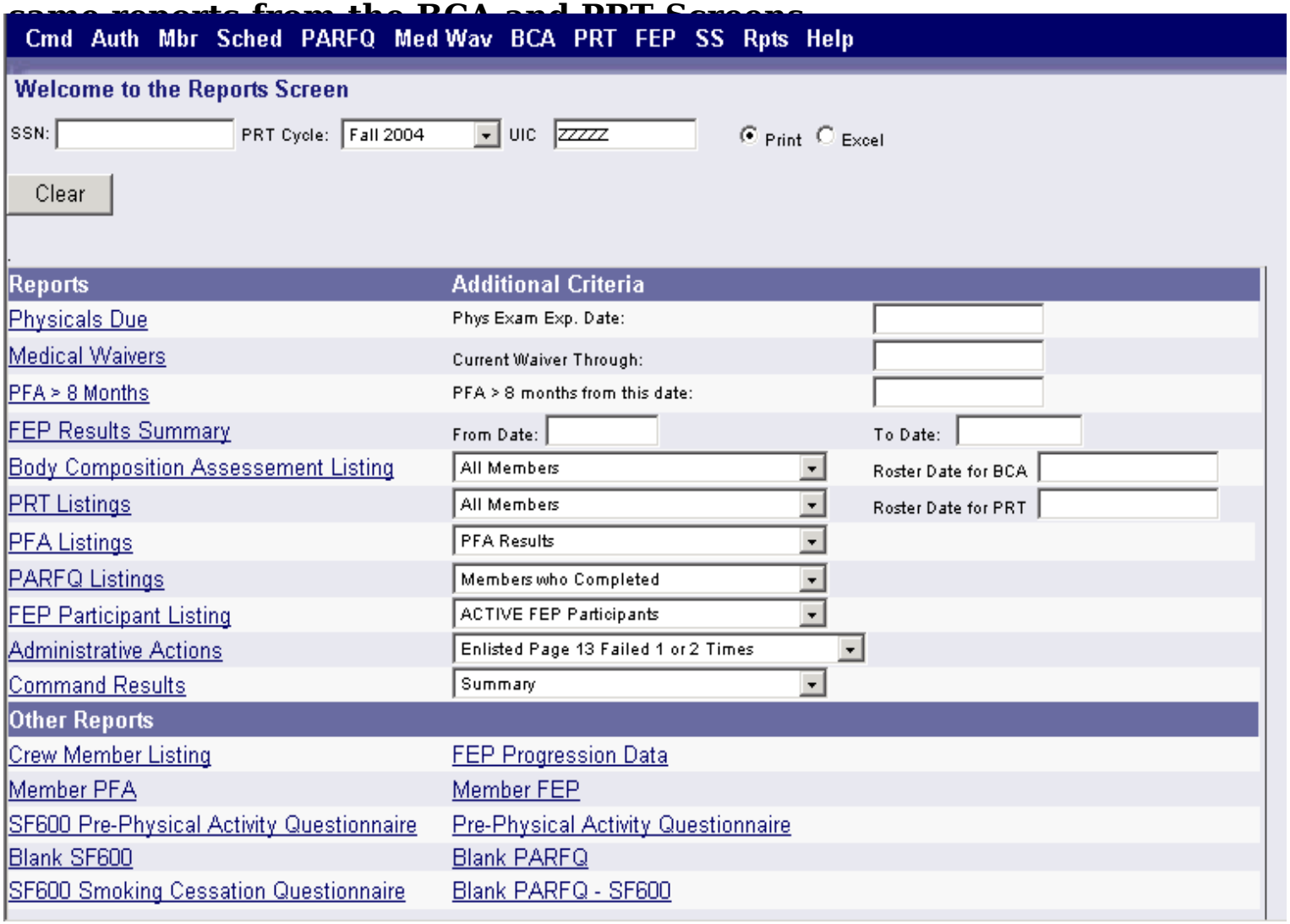
Type in the Height and Weight and click Update.

The screen returns to the Detail grid with the record you just created.

Click Add Record to add another record or Close to return to the Program Grid.

Reports Screen:

Although you can get some of the basic reports from the Mbr, Med Wav, BCA, PRT, FEP and SS screens in PRIMS, the Reports screen is the main place to get reports/lists. Some of the reports/lists you get from the Reports Screen are the same reports from the BCA and PRT Screens.



The Reports Screen has a search section. You can search for an individual SSN, by PRT Cycle, or by UIC/Dept/Div.

You also have the option to send any report to a Print Screen (HTML format) or to Excel.

If you choose Excel, you can manipulate the data into charts and graphs.

To obtain a Report, you just fill in the

Reports Screen - Preventive Health Assessments Due:

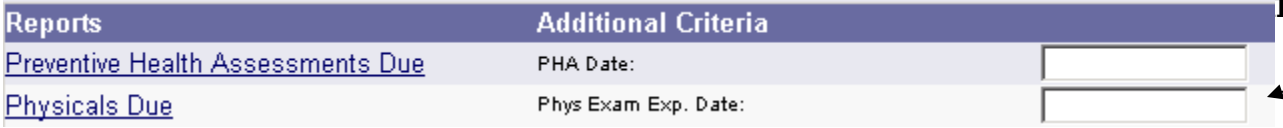
1. Preventive Health Assessments Due:

This option was removed September 2004 due to NAVADMIN 140/04 (June 2004). It is no longer a requirement in PRIMS.

Reports Screen - Physicals Due Report

2. Physicals Due

The Navy requires its members to have periodic physicals. For most Navy members, that will be once every five years. The Aviation Community has to have a flight physical once a year. Members over 50 will have a physical once every two years, and members over 60 will have a physical once a year (NAVMED P-117). PRIMS will help you track member's physicals. It pulls the date from the Physical block on the Member screen. If the date is blank, PRIMS will include that member's record in the Physicals Due until the date is filled in.



Type in a date for when you want to know who will have expired physicals then click the Physicals Due link.

PRIMS will return a list of members with expiring physicals as of the date you typed in. If the date is blank on the Member screen, PRIMS will return that record as well. For this example, I typed in 1-31-2004 and PRIMS returned the following list.

Physicals Due Listing

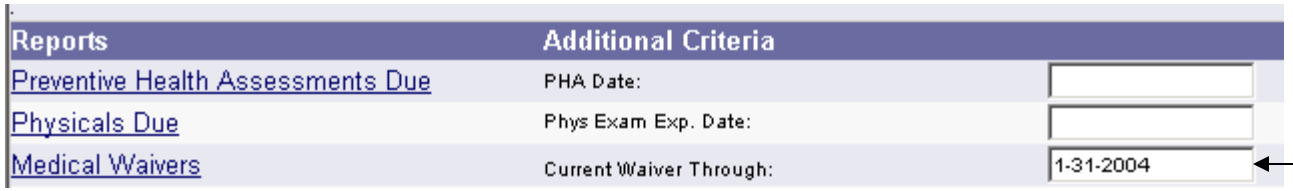
UIC ZZZZZ

Name	Rank	SSN	Dept	Div	Date of Physical Exam	Physical Exam Expiration Date	DOB	Age
DOE JOE	E-7	555555555					02/24/1970	33
JONES JANE	O-8	333333333			02/15/2002	02/15/2003	02/21/1973	30

Reports Screen - Medical Waivers Report

3. Medical Waivers Listing

With the implementation of ONAVINST 6110.1G, Medical Waivers are not tied to cycles; they are tied to dates. To find out who has a current medical waiver in PRIMS, use this list.



Reports	Additional Criteria	
Preventive Health Assessments Due	PHA Date:	
Physicals Due	Phys Exam Exp. Date:	
Medical Waivers	Current Waiver Through:	1-31-2004

Type a date in the Current Waiver Through block and click the Medical Waivers link.

PRIMS will return you a listing of all members who have a medical waiver through the date you typed in.

Medical Waiver Expiration Listing

UIC ZZZZZ

Name	Rank	SSN	Dept	Div	Date of Waiver	Waiver Expiration Date	Events Waived
BUGS BUNNY	O-1	888888888			10/10/2002	05/15/2004	Sit/Reach, Upperbody,Core, Cardio
DUCK DONALD	O-1	999999999			09/15/2003	02/15/2004	Cardio

Reports Screen - PFA > 8 Months

4. PFA > 8 Months

IAW the OPNAVINST 6110.1G, Navy members should have two PFA's a year, not less than 4 months nor greater than 8 months apart. To find out who hasn't had a PFA in 8 months, use this report.

Reports	Additional Criteria	
Preventive Health Assessments Due	PHA Date:	
Physicals Due	Phys Exam Exp. Date:	
Medical Waivers	Current Waiver Through:	
PFA > 8 Months	PFA > 8 months from this date:	

Type in the date for the report. Click the PFA > 8 Months link.

PRIMS will return you a report of members who will be over the 8-month window based on the the date typed in the block.

PFA's Greater Than 8 Months on 1-31-2004

UIC ZZZZZ

Name	Rank	SSN	Dept	Div	Last PRT Test Date	PRT Test Due Date
DOE JOE	E-7	555555555			11/03/2000	07/03/2001
MOUSE MINNIE	O-1	777777777			04/15/2003	12/15/2003

These members are due for a PFA.

Reports Screen - FEP Results Summary

5. FEP Results Summary

This report will give you FEP Results based on the criteria you selected.

As you see above, you can print an FEP Results report by typing a From and To Date in the blocks above. PRIMS will return all of you UICs FEP results based on those dates.

You can leave the dates blank, and get a report of all FEP Results from your UIC, or

You can print an FEP Results Summary for a specific SSN by typing that SSN in the SSN block at the top of the screen.

FEP RESULTS

UIC ZZZZZ

Name	Rank	SSN	Dept	Div	Enrollment Date	Practice Date	PRT Status	PRT Results	BC Status	% Body Fat	BF OK
DOE JOE	E-7	555555555			5/5/2003	06/20/2003			Participant		True
						07/20/2003			Participant		True
						08/19/2003	Participant	GOOD HIGH	Participant		True
						08/20/2003			Participant		True
						09/01/2003	Participant	GOOD HIGH	Participant		
						09/15/2003	Participant	GOOD HIGH	Participant	28	False
DUCK DONALD	O-1	999999999			1/15/2003	08/14/2003			Participant	22	True
						08/19/2003	Participant	FAIL	Participant		True
						09/02/2003			Participant	34	False
						10/25/2003	Participant	PASS	Participant	36	False
JONES JANE	O-8	333333333			6/10/2003	08/19/2003	Participant	FAIL	Participant		True

Reports Screen - FEP Results Summary

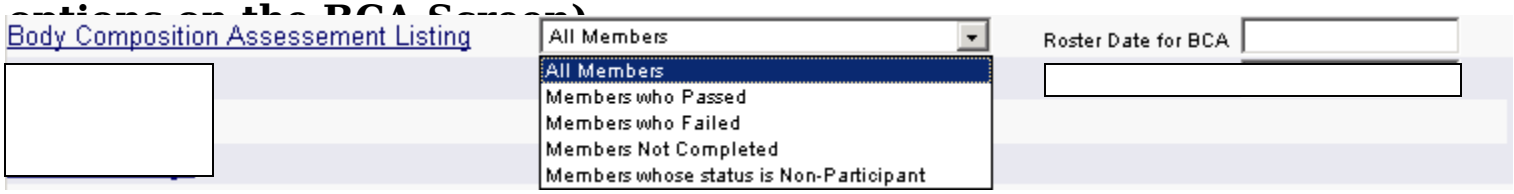
Here's an FEP Report for an SSN. All we did was type in the SSN at the top of the page and click the FEP Reports link. The dates weren't filled in, so a report was generated that showed all the FEP Results for this member.

FEP RESULTS											
UIC											
Name	Rank	SSN	Dept	Div	Enrollment Date	Practice Date	PRT Status	PRT Results	BC Status	% Body Fat	BF OK
DUCK DONALD	O-1	999999999			1/15/2003	09/15/2002	Participant	EXCELLENT MEDIUM	Participant	35	False
						01/15/2003	Participant	MEDICAL WAIVER	Med Waived		
						02/14/2003	Participant	MEDICAL WAIVER	Med Waived		
						03/15/2003	Participan	MEDICAL WAIVER			
						04/05/2003	Participant	MEDICAL WAIVER	Med Waived		
						05/01/2003	Participant	MEDICAL WAIVER			
						08/14/2003			Participant	22	True
						08/19/2003	Participant	FAIL	Participant		True
						09/02/2003			Participant	34	False
						10/25/2003	Participant	PASS	Participant	36	False

Reports Screen - BCA Listings

6. BCA Listings (Body Composition Assessment)

You have several different choices to print a BCA Listing (these are the same options on the BCA Screen)



The choices are self-explanatory and are: All Members, Members Who Passed, Members Who Failed, Members Not Completed, and Members Whose Status is Nonparticipant (TAD, Leave, etc.). Make sure the cycle (and maybe UIC) is correct at the top of the screen, select the BCA List you want to print, then click the BCA Listing link. The following list is from "All Members."

Body Composition Listing

UIC ZZZZZ

PRT CYCLE Fall 2003

Name	Rank	SSN	Dept	Div	BC Status	BC Date	Hgt	Wgt	Hgt/Wgt OK	Neck	Ab	Waist	Hip	BF%	BF OK
BUGS BUNNY	O-1	888888888			Participant	10/15/2003	70	250	False	15	38			25	False
DOE JOE	E-7	555555555			Participant	11/03/2003	54	220	False	18	40			31	False
DUCK DONALD	O-1	999999999			Participant	10/15/2003	65	250	False	11	42			38	False
JONES JANE	O-8	333333333			Participant	11/15/2003	60	255	False						False
MOUSE MINNIE	O-1	777777777													

Please note: All options under the BCA Listings will print lists and include BCA records for members who may have BCA results from another UIC for that cycle. This is because the member is now attached to your UIC, and you can see all data regardless of where the member was stationed when the BCA was taken. To see results for your UIC only, please use the Command Results options on the Reports screen.

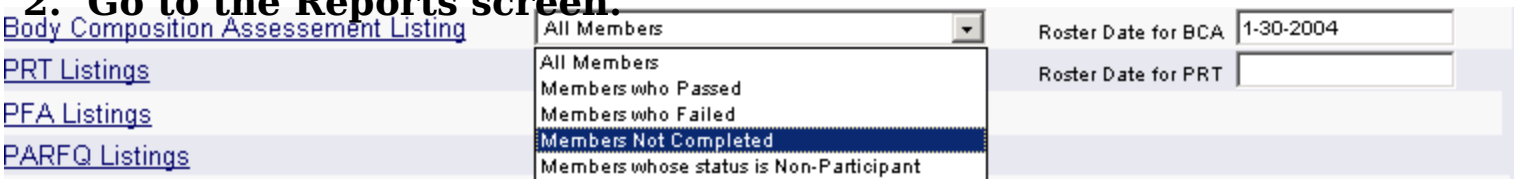
Reports Screen - BCA Roster

BCA Roster

To get a roster to record BCA data (height, weight and measurements), do the following:

1. Make sure a cycle is created on the Scheduler screen.

2. Go to the Reports screen.



3. Select the BCA Not Completed List, and type in the date you are completing the BCA measurements in the BCA Roster Date block.

4. Click the BCA link.

PRIMS will give you the following list:

Body Composition Roster

UIC ZZZZZ

PRT CYCLE Fall 2003

Name	Rank	SSN	Dept	Div	BC Status	BC Date	Hgt	Wgt	Hgt/Wgt OK	Neck	Ab	Waist	Hip	BF%	BF OK
JONES JANE	O-8	333333333			Participant	11/15/2003	60	255	False						False
MOUSE MINNIE	O-1	777777777													

You use this list to hand-record all BCA data (height, weight and measurements)! The roster will print out in alphabetical order; thereby making it easier to enter data in PRIMS.

Reports Screen - BCA Incomplete List

The Members Not Completed List will show you all members who either do not have data entered on them at all or members whose data is incomplete. For instance, if someone fails to make weight, they need to have measurements. If the measurements are not entered, PRIMS considers this "Incomplete" and keeps the record on the Members Not Completed list until the measurements are entered. If you used the Scheduler screen correctly to create records for a cycle, then you can be sure when your "Members Not Completed" list returns empty, you are done entering BCA data for the cycle.

To get the Incomplete List, just select the Members Not Completed option from the drop-

Body Composition Roster

UIC ZZZZZ

PRT CYCLE Fall 2003

Name	Rank	SSN	Dept	Div	BC Status	BC Date	Hgt	Wgt	Hgt/Wgt OK	Neck	Ab	Waist	Hip	BF%	BF OK
DOE JOHN	E-7	555555555	22	AA	Participant	10/01/2003	66	255	False						False
TEST ONE	E-4	999999999	22		Participant	10/01/2003	70	250	False						False
TEST TWO	O-1	888888888	22												

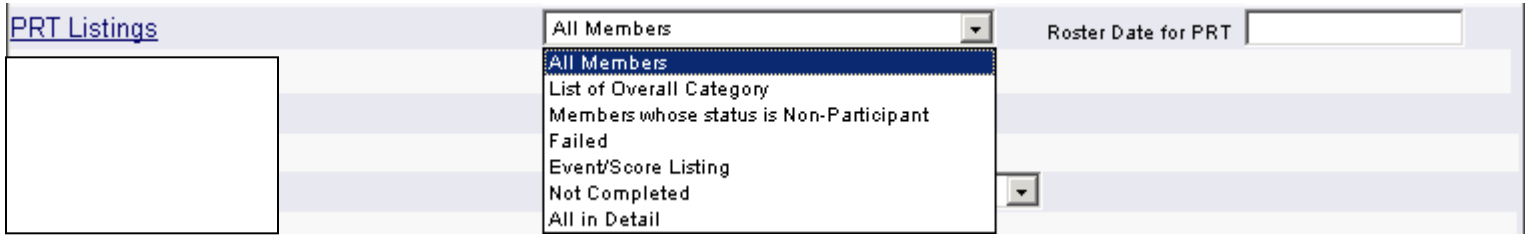
The first two records on the Members Not Completed list need measurements entered, and the last record needs all data entered.

Again, we highly recommend using this list. When there are no records left on the list, then you know you are completely finished entering BCA data!

Reports Screen - PRT Listings

7. PRT Listings

The PRT Listings are very, very similar to the BCA Listings we just discussed except you have a few more options.



The All Members listing shows you the PRT Results by category for a selected PRT Cycle. It also shows you records that do not have data entered in them yet!

PRT List

UIC ZZZZZ

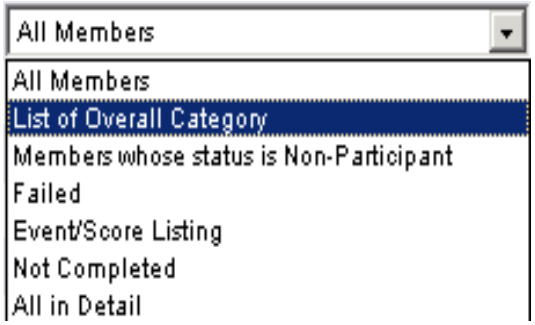
PRT CYCLE Fall 2003

Name	Rank	SSN	Dept	Div	PRT Status	PRT Test Date	Upperbody	Core	Cardio	Event1	Event2	Overall Category
DOE JOHN	E-7	555555555	22	AA	Participant	10/05/2003	GOOD MEDIUM	SATISFACTORY HIGH	OUTSTANDING HIGH			GOOD HIGH
LUCKY SEVEN	O-1	777777777			Participant	10/05/2003						
SPECIALUSER TEST	E-7	999999993			Participant	10/15/2003						
TEST ONE	E-4	999999999	22									
TEST TWO	O-1	888888888	22									

Please note: All options under the PRT Listings will print lists and include PRT records for members who may have PRT results from another UIC for that cycle. This is because the member is now attached to your UIC, and you can see all data regardless of where the member was stationed when the BCA was taken. To see results for your UIC only, please use the Command Results options on the

Reports Screen - PRT Listings

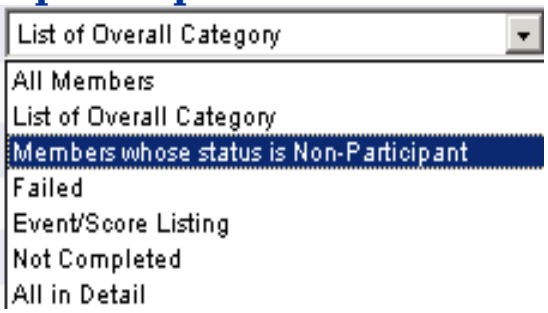
List of Overall Category option



This option will return you a list of PRT results showing the Overall Category each member attained.

PRT Results - Overall Category						
UIC ZZZZZ						
PRT CYCLE Fall 2003						
Name	**Rank**	**SSN**	**Dept**	**Div**	**Date of PRT**	**Overall Score**
BUGS BUNNY	O-1	888888888			11/15/2003	EXCELLENT LOW
DUCK DONALD	O-1	999999999			10/17/2003	PASS

Members Who Status is Non-participant

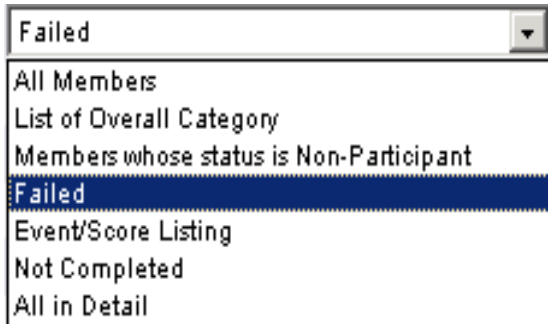


This option will return you a list of members who were a nonparticipant (all of the options under Participation Status except Participant; i.e., TAD, Med Waived, Leave, < 10 Weeks, etc.)

PRT Results - Nonparticipant List						
UIC ZZZZZ						
PRT CYCLE Fall 2003						
Name	**Rank**	**SSN**	**Dept**	**Div**	**PRT Status**	**PRT Test Date**
DOE JOE	E-7	555555555			TAD	10/15/2003

Reports Screen - PRT Listings

Failed



Obviously, this is going to show you everyone who failed the PRT for the selected cycle. The list not only shows you what they failed, it shows you the minimum score needed to pass. For instance, the member below scored 18 on the curlups but needed a minimum of 40 to pass. She also failed the pushups event scoring an 8, but needing an 11.

PRT Failures

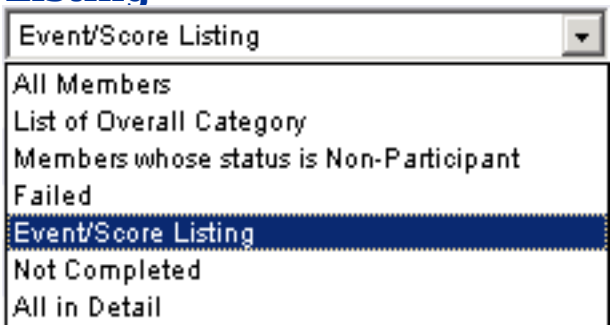
UIC ZZZZZ

PRT CYCLE Fall 2003

Name	Rank	SSN	Dept	Div	PRT Test Date	Core Score	Core Min Req	Upper Body	UB Min Req	Cardio Score	Cardio Min Req
JONES JANE	O-8	333333333			10/15/2003	18	40	8	11		

Reports Screen - PRT Listings

Event/Score Listing



Selecting this option will give you a list of your members' event categories and overall category. It will not give you the actual scores.

PRT Test Event List

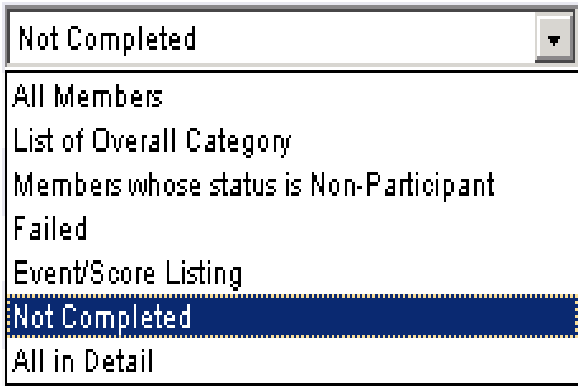
UIC ZZZZZ

PRT CYCLE Fall 2003

Name	Rank	SSN	Dept	Div	Date of PRT	Core Score	UpperBody Score	Cardio Score	Overall Score
BUGS BUNNY	O-1	888888888			11/15/2003	GOOD MEDIUM	GOOD MEDIUM	OUTSTANDING HIGH	EXCELLENT LOW
DUCK DONALD	O-1	999999999			10/17/2003	GOOD LOW	GOOD MEDIUM	MEDICAL WAIVER	PASS
JONES JANE	O-8	333333333			10/15/2003	FAIL	FAIL	GOOD LOW	FAIL

Reports Screen - PRT Listings

Not Completed



The PRT Not Completed listing works the same way the BCA Members Not Completed Listing works. This list shows you members who haven't completed the PRT yet (or had data entered for them), or have incomplete data entered. An example of an incomplete record would be if someone entered curl ups and pushups for a member, but the cardio core was blank. PRIMS will keep the record on the Incomplete List until the data is fully entered (including recording medical waivers).

Medical Waivers not showing up: PRIMS checks for medical waivers the first time you type a date in the PRT screen. If the medical waiver doesn't show up, it's probably because the PRT record was started before the medical waiver was entered or the medical waiver was entered incorrectly. Make sure the waiver is entered correctly, then edit the PRT record again. Change the PRT Test Date by one day and click the TAB key on the keyboard. PRIMS will go look for waivers again and note them if it finds them. You can then correct the date.

Reports Screen - PRT Listings

PRT Roster - Using the Not Completed option is also how you can get a PRT Roster to record event scores when conducting the PRT. Make sure the cycle was created correctly on the Scheduler screen, then just select the Not Completed Option, type in the date you are running the PRT, and click the PRT Listings link. PRIMS will return you a roster to record data.

PRT Roster

UIC ZZZZZ

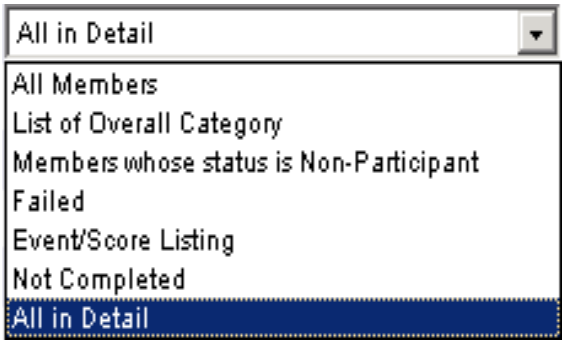
PRT CYCLE Fall 2003

Name	Rank	SSN	Dept	Div	PRT Status	PRT Test Date	Core Event	Core Score	Upper Body Event	Upper Body Score	Cardio Event	Cardio Score	Event1	Event1 Score	Event2	Event 2 Score
MOUSE MINNIE	O-1	777777777														

If this is done correctly, any medical waivers members may have will show up on the roster.

Reports Screen - PRT Listings

All In Detail List



The All in Detail list shows you the members' scores and categories for each event and the overall score. As with all the options in PRIMS, you can choose to send a list to an Excel printout (which is what I did with this one). Sending it to Excel enabled me to hide columns I didn't want to see and shrink other columns so this list could fit on one page. I could also prepare an Excel chart or graph if I wanted to. Don't forget, you can also print this list out by SSN. It will return a list of all PRT scores for that member, which you can then use to chart or graph.

PRT Detail List

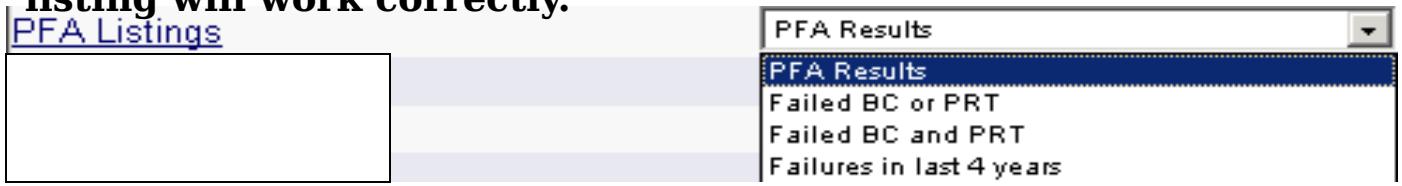
UIC /////

PRT CYCLE Fall 2003

Name	SSN	PRT Status	PRT Test Date	Core Event	Core Score	Core Category	Upper Body Event	Upper Body Score	Upper Body Category	Cardio Event	Cardio Score	Cardio Category	Overall Category
BUGS BUNNY	888888888	Participant	11/15/2003	CURLUPS	45	GOOD MEDIUM	PUSHUPS	38	GOOD MEDIUM	RUN/WALK	930	OUTSTANDING HIGH	EXCELLENT LOW
DOE JOE	555555555	Participant	10/15/2003	CURLUPS	50	SATISFACTORY HIGH	PUSHUPS	50	GOOD MEDIUM	RUN/WALK			
DUCK DONALD	999999999	Participant	10/17/2003	CURLUPS	50	GOOD LOW	PUSHUPS	50	GOOD MEDIUM	RUN/WALK		MEDICAL WAIVER	PASS
JONES JANE	333333333	Participant	10/15/2003	CURLUPS	18	FAIL	PUSHUPS	8	FAIL	RUN/WALK	1523	GOOD LOW	FAIL
MOUSE MINNIE	777777777												

Reports Screen - PFA Listings

The PFA Listings will show you the PFA results for your members. This includes both the Body Composition Assessment and the PRT results. The members must have both their BCA and PRT data entered before the PFA listing will work correctly.



The first option, PFA Results, will show you the results for BCA and PRT all the members in your UIC. Both the BCA and PRT screens have to be filled out on the members before the complete record will show up here.

PFA Results Listing

UIC ZZZZZ

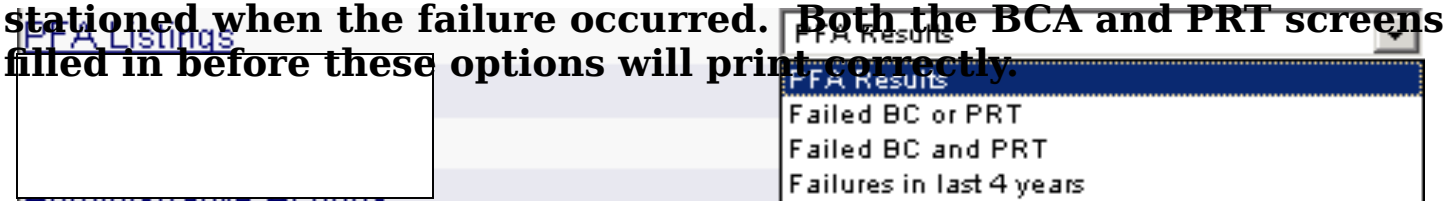
PRT CYCLE Fall 2003

Member Name	Rank	SSN	Dept	Div	Body Comp Date	Body Comp Status	BF Okay	% BF	PRT Test Date	PRT Status	PRT Events Failed	Overall Score
BUGS BUNNY	O-1	888888888			10/15/2003	Participant	False	25	11/15/2003	Participant		EXCELLENT LOW
DOE JOE	E-7	555555555			11/03/2003	Participant	False	31	10/15/2003	Participant		
DUCK DONALD	O-1	999999999			10/15/2003	Participant	False	38	10/17/2003	Participant		PASS
JONES JANE	O-8	333333333			11/15/2003	Participant	False	0	10/15/2003	Participant	Upperbody,Core	FAIL

Please note: All options under the PFA Listings will print lists and include PFA records for members who may have PFA results from another UIC for that cycle. This is because the member is now attached to your UIC, and you can see all data regardless of where the member was stationed when the PFA was taken. To see results for your UIC only, please use the Command Results options on

Reports Screen - PFA Listings

The remaining PFA options are self-explanatory. The Failed BC or PRT option returns a list by cycle of members who failed either the BC or the PRT. You should use this listing every cycle. The Failed BC and PRT list returns a list of members who failed both the BC and PRT. The failures in the last 4 years will give you a list of members who have had a PFA failure in the last 4 years, regardless of where they were stationed when the failure occurred. Both the BCA and PRT screens have to be fully filled in before these options will print correctly.



Failed BC or PRT Listing:

PFA Listing Members Who Failed BC or PRT
UIC ZZZZZ
PRT CYCLE Fall 2003

Member Name	Rank	SSN	Dept	Div	Body Comp Date	Body Comp Status	BF Okay	% BF	PRT Test Date	PRT Status	PRT Events Failed	Overall Score
BUGS BUNNY	O-1	888888888			10/15/2003	Participant	False	25	11/15/2003	Participant		EXCELLENT LOW
DOE JOE	E-7	555555555			11/03/2003	Participant	False	31	10/15/2003	Participant		
DUCK DONALD	O-1	999999999			10/15/2003	Participant	False	38	10/17/2003	Participant		PASS
JONES JANE	O-8	333333333			11/15/2003	Participant	False	0	10/15/2003	Participant	Upperbody,Core	FAIL

Failures in the last 4 Years
UIC ZZZZZ

Name	Rank	SSN	Dept	Div	# of Failures	PRT Cycle	Failed BC	Failed PRT
BUGS BUNNY	O-1	888888888			1	Fall 2003	X	
DOE JOE	E-7	555555555			1	Fall 2003	X	
DUCK DONALD	O-1	999999999			3	Fall 2000	X	X
						Fall 2002	X	
						Fall 2003	X	
JONES JANE	O-8	333333333			1	Fall 2003		X

Failures in the Last 4 Years Listing

Reports Screen - PARFQ Listings

The PARFQ (Physical Assessment Risk Factor Questionnaire) listings will help you know who has or hasn't completed a PARFQ or who has "YES" answers on a PARFQ for the selected PRT Cycle. PRIMS pulls the PARFQ listings from the members on the Member Screen and who entered a PARFQ for the cycle on the PARFQ screen. Just select the option you need and click the PARFQ Listings link.

PARFQ Completed List

UIC ZZZZZ

Name	Rank	SSN	Dept	Div	PARFQ Completion Date
BUGS BUNNY	O-1	888888888			04/01/2003
DOE JOE	E-7	555555555			02/22/2003
DUCK DONALD	O-1	999999999			08/22/2003
JONES JANE	O-8	333333333			10/29/2003

Here is the PARFQ Completed List. You can see the PARFQ Completion Date which is the last time the members completed a PARFQ.

PARFQ Not Completed List

UIC ZZZZZ

PRT CYCLE Spring 2004

Name	Rank	SSN	Dept	Div	Date of Birth
MOUSE MINNIE	O-1	777777777			02/15/1970

Here is the PARFQ Not Completed List. The member on this list hasn't completed a PARFQ at all.

Members Who Answered YES to One or More PARFQ Questions

UIC ZZZZZ

PRT CYCLE Spring 2004

Name	Rank	SSN	Dept	Div	PARFQ Completed Date	Yes Answered Questions
BUGS BUNNY	O-1	888888888			04/01/2003	1a

The "Yes" list will show you what questions the member answered yes to and when the PARFQ was completed.

Reports Screen - FEP Participant Listing

The FEP Participant Listing option gives you four choices:

1. Active FEP Participants: prints a list of members currently on the FEP.

2. Roster for FEP BC: prints a roster of active members to record BCA data for the monthly measurement.

3. Roster for FEP PRT: prints a roster of active members to record PRT data for a monthly FEP.

4. Active/Inactive List: prints a list of members at the selected UIC who are currently on the FEP and members who have been on the FEP.

1. Active Participant Listing:

FEP Participant Listing

UIC ZZZZZ

Name	Rank	SSN	Dept	Div	Gender	FEP Start Date
BUGS BUNNY	O-1	888888888			M	09/24/2003
DOE JOE	E-7	555555555			M	05/05/2003
DUCK DONALD	O-1	999999999			M	01/15/2003
JONES JANE	O-8	333333333			F	06/10/2003

2. Roster for FEP BC:

FEP Body Composition Roster

UIC ZZZZZ

Name	Rank	SSN	Dept	Div	FEP BC Status	FEP BC Date	Hgt	Wgt	Hgt/Wgt OK	Neck	Ab	Waist	Hip	BF%	BF OK
BUGS BUNNY	O-1	888888888													
DOE JOE	E-7	555555555													
DUCK DONALD	O-1	999999999													
JONES JANE	O-8	333333333													

Reports Screen - FEP Participant Listing

3. Roster for FEP PRT:

PRT Roster												
UIC ZZZZZ												
Name	Rank	SSN	Dept	Div	FEP Status	FEP PRT Date	Core Event	Core Score	Upper Body Event	Upper Body Score	Cardio Event	Cardio Score
BUGS BUNNY	O-1	888888888										
DOE JOE	E-7	555555555										
DUCK DONALD	O-1	999999999										
JONES JANE	O-8	333333333										

4. Active/Inactive Members:

FEP Listing							
UIC ZZZZZ							
Name	Rank	SSN	Dept	Div	Gender	FEP Start Date	FEP End Date
BUGS BUNNY	888888888	O-1			M	09/24/2003	
DOE JOE	555555555	E-7			M	01/20/2003	02/15/2003
DOE JOE	555555555	E-7			M	05/05/2003	
DUCK DONALD	999999999	O-1			M	01/15/2003	
JONES JANE	333333333	O-8			F	06/10/2003	

Reports Screen - Administrative Actions

This is the option you use to print Page 13s or Letters of Notification (LON) for members who failed the PFA. Page 13s are for enlisted members and LONs are for officers. PRIMS doesn't track PFA failures; therefore, it is up to you to know how many failures a members has. Administrative actions are administered IAW OPNAVINST 6110.1G, Encl (8), para. 3.

Options to choose from:

1. Enlisted Page 13 Failed One or Two Times

2. Enlisted Page 13 Failed Three or More Times (the Administrative Actions section contains more data than the Failed One or Two Times letter).

3. Officer Letter of Notification w/o Adverse Action (retained in command)

4. Officer Letter of Notification with Adverse Action (Administrative Actions section contains more data than LON w/o Adverse Action, adverse entry made in permanent service record, letter forwarded to Navy Personnel Command).

To get the letter you need, select the option under Administrative Actions, type in the SSN at the top of the screen, and click Administrative Actions. You will then need to click File, Print or the printer icon. PRIMS automatically fills in most of the information, but you will still need to fill in the Corrective Actions date and obtain signatures.

Originals of Page 13s are sent to:

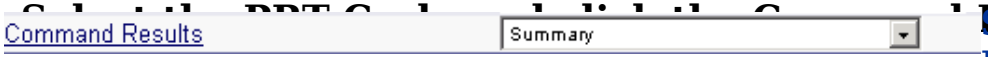
Navy Personnel Command (PERS-3), 5720 Integrity Drive, Millington, TN 38055

Originals of LONS with adverse action are sent to:

Reports Screen - Command Results

The Command Results options in PRIMS should be used to obtain PRT Cycle statistics and detailed data on members. (Unlike the BCA, PRT and PFA listings, all of the lists in the Command Results section will return the data for PRT records at your UIC, regardless of where the member is stationed now. Therefore, if a member has PCSd from your UIC, you will still be able to see his/her results under Command Results even though you can't see the data on the Member, BCA, PRT or other screens.)

Select the PRT Cycle and click the Command Results link.



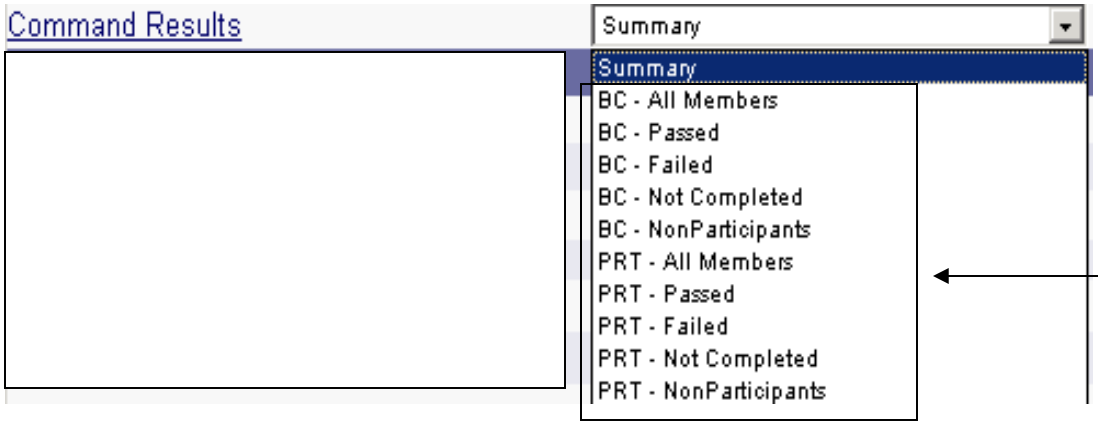
The Command PFA Summary will appear.

COMMAND PFA SUMMARY				
UIC ZZZZZ				
Fall 2003				
Date 01/27/2004				
BC NON-Participants Summary	BC Non-Part Status	# of Members	Sub-Total	Total
	No Data	1		
			1	
BC Participants Summary	BC Standards	# of Members		
	Incomplete	1		
	NOT within Standards	3		
			4	
				5
PRT NON-Participants Summary	PRT Non-Part Status	# of Members		
	No Data	1		
			1	
PRT Participants Summary	PRT Categories	# of Members		
	Not Complete	1		
	PASS	1		
	EXCELLENT LOW	1		
	FAIL	1		
			4	
				5

Under BC and PRT Non-participants Summary, we see one record noted as No Data. There is also an Incomplete record under BC Participants Summary and PRT Participants Summary. These need to be fixed. There shouldn't be any No Data or Incompletes on the Command Results Summary. To find out whose records these are, use the BC Not Completed option and PRT Not Completed option under Command Results. No Data usually means just that: no data has been entered for the record. If the member PCSd from the command and you didn't fill in the data, please e-mail PRIMS (prims@persnet.navy.mil) and request the record be deleted. It's best that you delete blank records from the BCA screen before you transfer members from your command.

Incomplete usually means the data is only partially entered. For BCA, it's usually traced to height/weight standards not being met and measurements not being entered. For PRT, it's usually because a waiver wasn't entered correctly.

Reports Screen - Command Results



Use the remaining options to print lists for your command. The lists will reflect the PFA status for members regardless of where they are currently stationed. These lists look almost identical to the ones you can get on the BCA or PRT screens and from the BCA, PRT or PFA options on the Reports screen. The biggest difference is they include records only for your UIC whereas the other lists do not. They show you the results from UICs other than your own because the now belong to you eed to be able to ir data.

Here's an example of the BCA All Members list:

Body Composition Listing
UIC ZZZZZ
PRT CYCLE Fall 2003

Name	Rank	SSN	BC Status	BC Date	Hgt	Wgt	Hgt/Wgt OK	Neck	Ab	Waist	Hip	BF%	BF OK
BUGS BUNNY	O-1	888888888	Participant	10/15/2003	70	250	False	15	38			25	False
DOE JOE	E-7	555555555	Participant	11/03/2003	54	220	False	18	40			31	False
DUCK DONALD	O-1	999999999	Participant	10/15/2003	65	250	False	11	42			38	False
JONES JANE	O-8	333333333	Participant	11/15/2003	60	255	False						
MOUSE MINNIE	O-1	777777777											

One record is Incomplete (Jones failed height/ weight but there aren't any measurements) and the other is No Data (Mouse).

Reports Screen - Crew Member Listing

This will give you a list of all members currently at your UIC. You can break it down by departments and/or divisions by using the option at the top right of the screen. You can also print the report in Excel in case you want to sort it by rank, gender, etc. Just make your selection and click Crew Member Listing.

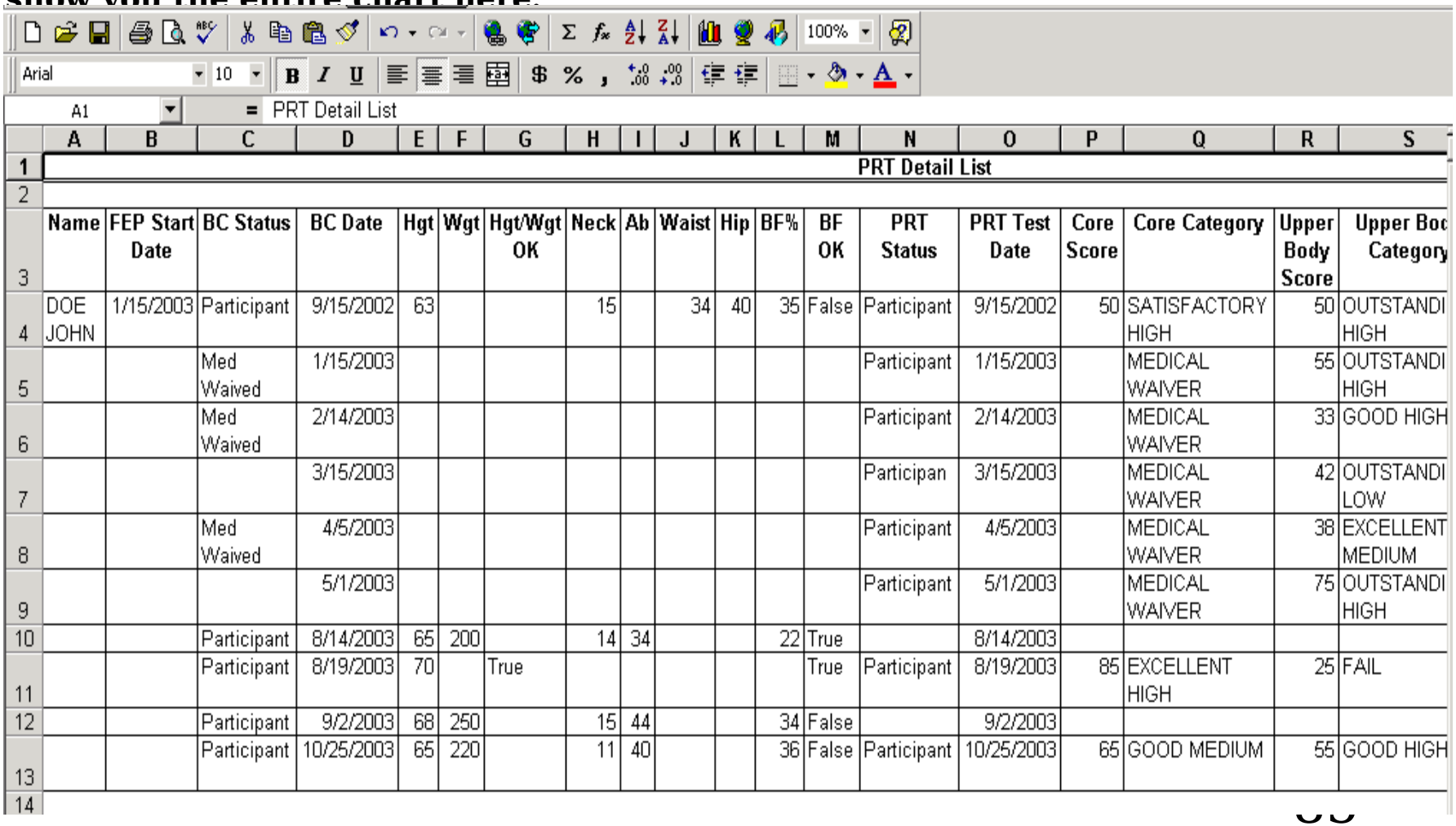
Member List

UIC ZZZZZ

Name	Rank	SSN	Dept	Div	Gender	Birthdate	Physical Date	Report Date
DOE JOHN	E-7	555555555	22	AA	M	02/24/1970		
LUCKY SEVEN	O-1	777777777	22		F	02/15/1970	02/14/2002	
SMITH JANE	E-4	333333333			F	02/21/1961	02/15/2002	
SPECIALUSER TEST	E-7	999999993			M	06/15/1975		
TEST ONE	O-4	999999999	22		M	06/12/1965	09/01/2003	

Reports Screen - FEP Progression Data

This prints a list of all of a member's FEP data that shows the BCA data and scores. You can use this list to see if the member is making positive progress. You can even save it as an Excel file and make graphs. This list is too big to show you the entire chart here.



A1 = PRT Detail List

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	PRT Detail List																		
2																			
3	Name	FEP Start Date	BC Status	BC Date	Hgt	Wgt	Hgt/Wgt OK	Neck	Ab	Waist	Hip	BF%	BF OK	PRT Status	PRT Test Date	Core Score	Core Category	Upper Body Score	Upper Boc Category
4	DOE JOHN	1/15/2003	Participant	9/15/2002	63			15		34	40	35	False	Participant	9/15/2002	50	SATISFACTORY HIGH	50	OUTSTANDI HIGH
5			Med Waived	1/15/2003										Participant	1/15/2003		MEDICAL WAIVER	55	OUTSTANDI HIGH
6			Med Waived	2/14/2003										Participant	2/14/2003		MEDICAL WAIVER	33	GOOD HIGH
7				3/15/2003										Participan	3/15/2003		MEDICAL WAIVER	42	OUTSTANDI LOW
8			Med Waived	4/5/2003										Participant	4/5/2003		MEDICAL WAIVER	38	EXCELLENT MEDIUM
9				5/1/2003										Participant	5/1/2003		MEDICAL WAIVER	75	OUTSTANDI HIGH
10			Participant	8/14/2003	65	200		14	34			22	True		8/14/2003				
11			Participant	8/19/2003	70		True						True	Participant	8/19/2003	85	EXCELLENT HIGH	25	FAIL
12			Participant	9/2/2003	68	250		15	44			34	False		9/2/2003				
13			Participant	10/25/2003	65	220		11	40			36	False	Participant	10/25/2003	65	GOOD MEDIUM	55	GOOD HIGH
14																			

Reports Screen - Member PFA

This option will print a very nice Member PFA Report by member and cycle. Just type in the SSN in the SSN block, select the PRT Cycle and then click the Member PFA link. Members themselves can logon to PRIMS and print this report also.

Semi-Annual Physical Fitness Assessment

PRT CYCLE Fall 2003

Member Data:

Name	SSN	Age	Command Name
DUCK DONALD	999999999	38	TESTING UIC

Body Composition Data:

BC Date:	10/15/2003	Participation Status:	Participant
Height(in):	Weight(lb):		Body comp Results
65	250		Not Within Standards
Neck	Abdomen		% Body Fat
11	42		38

PRT Results:

PRT Date:	10/17/2003	Participation Status:	Participant
Classification	Event	Score	Category
Core	CURLUPS	50	GOOD LOW
Upper Body	PUSHUPS	50	GOOD MEDIUM
Cardio	RUN/WALK	0	MEDICAL WAIVER
		Overall Category:	PASS

Reports Screen - Member FEP

This option will print a very nice FEP Report for a member. It will show their entire FEP history. Just type in the SSN in the SSN block and then click the Member FEP link. Members can logon to PRIMS and print this report also.

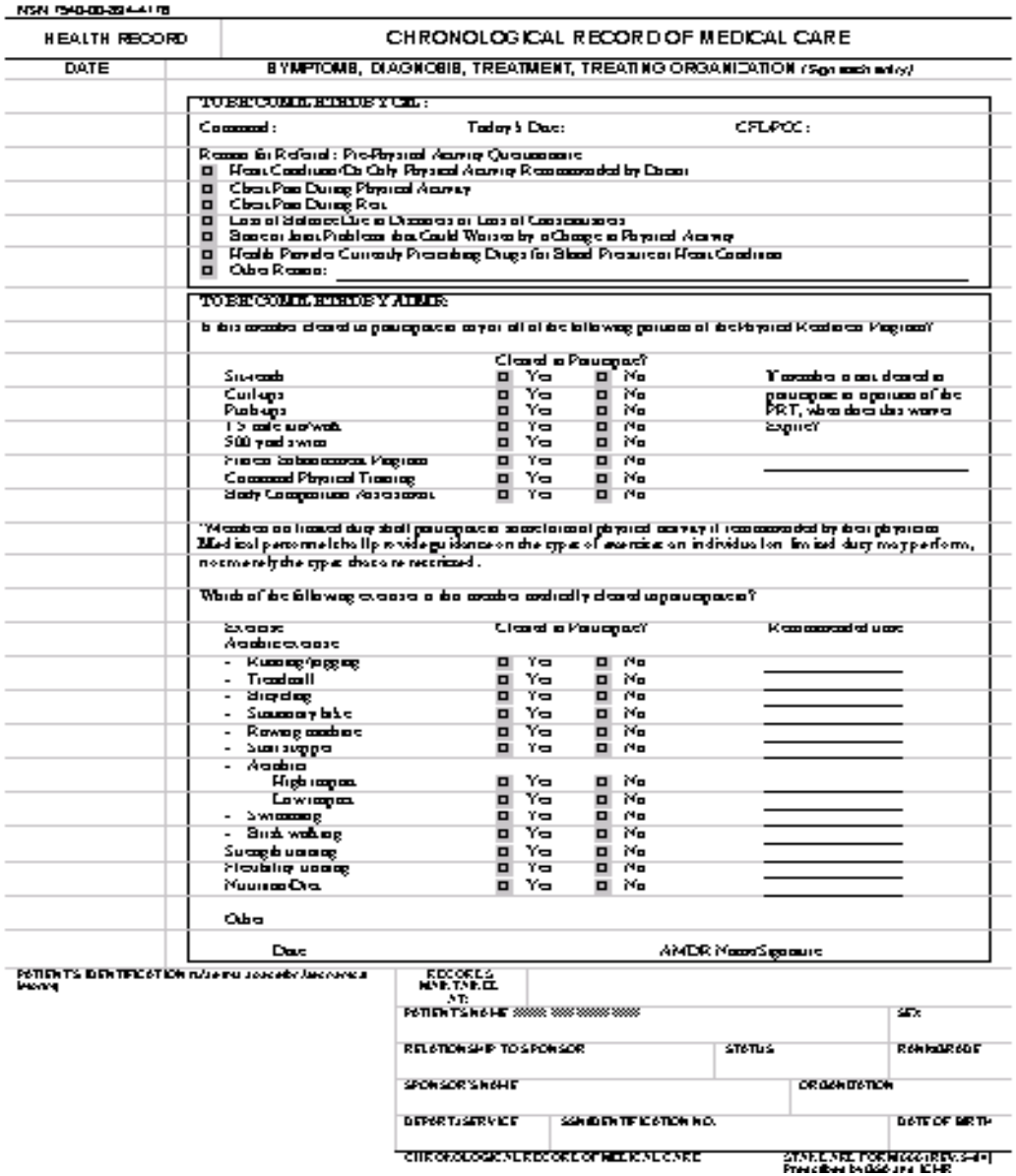
Member FEP Results

Name	Rank	SSN	UIC	
DUCK DONALD	O-1	999999999	ZZZZZ	

BC Participant Status	BC Date	Hgt	Wgt	Neck	Ab	Waist	Hip	BF%	BF OK
Participant	09/15/2002	63	155	15		34	40	35	False
Med Waived	01/15/2003								False
Med Waived	02/14/2003								False
	03/15/2003								False
Med Waived	04/05/2003								False
	05/01/2003								False
Participant	08/14/2003	65	200	14	34			22	True
Participant	08/19/2003	70	150						True
Participant	09/02/2003	68	250	15	44			34	False
Participant	10/25/2003	65	220	11	40			36	False

PRT Status	PRT Test Date	Upperbody	Core	Cardio	Overall Category	
Participant	09/15/2002	OUTSTANDING HIGH	SATISFACTORY HIGH	OUTSTANDING LOW	EXCELLENT MEDIUM	
Participant	01/15/2003	OUTSTANDING HIGH	MEDICAL WAIVER	MEDICAL WAIVER	MEDICAL WAIVER	
Participant	02/14/2003	GOOD HIGH	MEDICAL WAIVER	MEDICAL WAIVER	MEDICAL WAIVER	
Participan	03/15/2003	OUTSTANDING LOW	MEDICAL WAIVER	MEDICAL WAIVER	MEDICAL WAIVER	
Participant	04/05/2003	EXCELLENT MEDIUM	MEDICAL WAIVER	MEDICAL WAIVER	MEDICAL WAIVER	
Participant	05/01/2003	OUTSTANDING HIGH	MEDICAL WAIVER	MEDICAL WAIVER	MEDICAL WAIVER	
	08/14/2003					
Participant	08/19/2003	FAIL	EXCELLENT HIGH	FAIL	FAIL	
	09/02/2003					
Participant	10/25/2003	GOOD HIGH	GOOD MEDIUM	MEDICAL WAIVER	PASS	

Reports Screen - SF600 Pre-Physical Activity Questionnaire



HEALTH RECORD — CHRONOLOGICAL RECORD OF MEDICAL CARE

DATE — SYMPTOMS, DIAGNOSIS, TREATMENT, TREATING ORGANIZATION (Sign each entry)

TO BE COMPLETED BY CDR:

Command: Today's Date: CPL/POC:

Reason for Referral: Pre-Physical Activity Questionnaire

- ☐ Heart Condition/On Daily Physical Activity Recommended by Doctor
- ☐ Chest Pain During Physical Activity
- ☐ Chest Pain During Rest
- ☐ Loss of Balance Due to Dizziness or Loss of Consciousness
- ☐ Bone or Joint Problem that Could Worsen by a Change in Physical Activity
- ☐ Health Female Currently Prescribing Drugs for Blood Pressure or Heart Condition
- ☐ Other Reason: _____

TO BE COMPLETED BY AMDR:

Is this member cleared to participate in any or all of the following portions of the Physical Readiness Program?

	Cleared to Participate?	
Sit-reach	☐ Yes	☐ No
Curl-ups	☐ Yes	☐ No
Push-ups	☐ Yes	☐ No
1.5 mile run/walk	☐ Yes	☐ No
500 yard swim	☐ Yes	☐ No
Prone Extension Program	☐ Yes	☐ No
Command Physical Training	☐ Yes	☐ No
Body Composition Assessment	☐ Yes	☐ No

If member is not cleared to participate, specify at what point of the Physical Readiness Program member is cleared to participate: _____

Member on limited duty shall participate in recreational physical activity if recommended by their physician. Medical personnel should provide guidance on the types of exercise an individual on limited duty may perform, not merely the types that are restricted.

Which of the following exercises is the member medically cleared to participate?

Exercise	Cleared to Participate?		Recommended Limits
Aerobic exercise:			
- Running/jogging	☐ Yes	☐ No	_____
- Treadmill	☐ Yes	☐ No	_____
- Bicycling	☐ Yes	☐ No	_____
- Stationary bike	☐ Yes	☐ No	_____
- Rowing machine	☐ Yes	☐ No	_____
- Stair stepper	☐ Yes	☐ No	_____
- Aerobics			
High impact	☐ Yes	☐ No	_____
Low impact	☐ Yes	☐ No	_____
- Swimming	☐ Yes	☐ No	_____
- Brisk walking	☐ Yes	☐ No	_____
Strength training	☐ Yes	☐ No	_____
Flexibility training	☐ Yes	☐ No	_____
Nutrition Class	☐ Yes	☐ No	_____

Other: _____

Date: _____ AMDR Name/Signature: _____

PATIENT'S IDENTIFICATION (Use this space for identification label)

RECORDS MAINTAINED AT:

PATIENT'S NAME | SEX

RELATIONSHIP TO SPONSOR | STATUS | RANK/GRADE

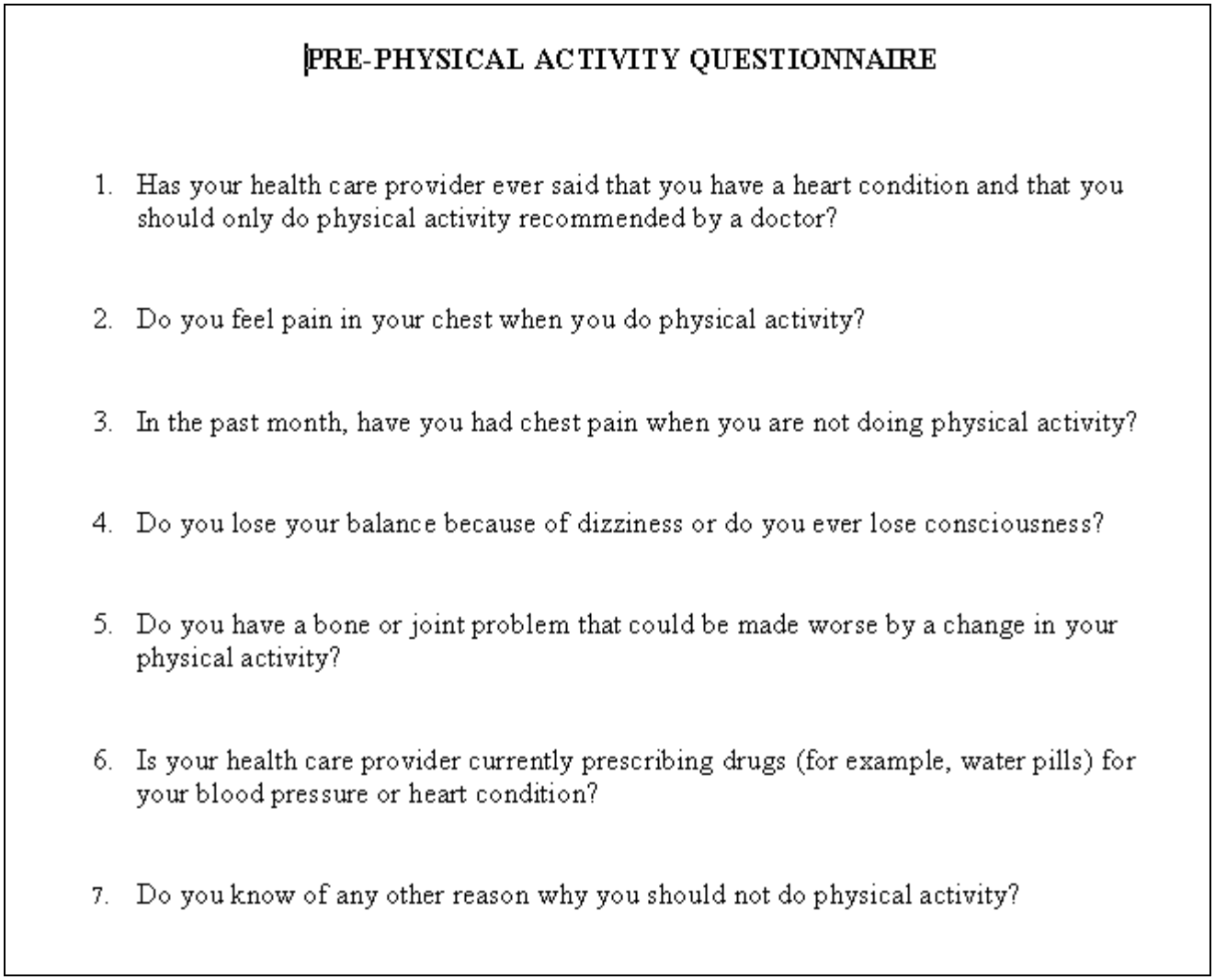
SPONSOR'S NAME | ORGANIZATION

DEPT/SERVICE | SSN/IDENTIFICATION NO. | DATE OF BIRTH

CHRONOLOGICAL RECORD OF MEDICAL CARE

This SF600 is used to send a member to Medical when they answer "Yes" to any question on the Pre-Physical Activity Questionnaire (see next slide). You just hand-write in the name, SSN and other pertinent information and send the member to Medical. We recommend having several of these blank SF600s on hand to give out when needed.

Reports Screen - Pre-Physical Activity Questionnaire



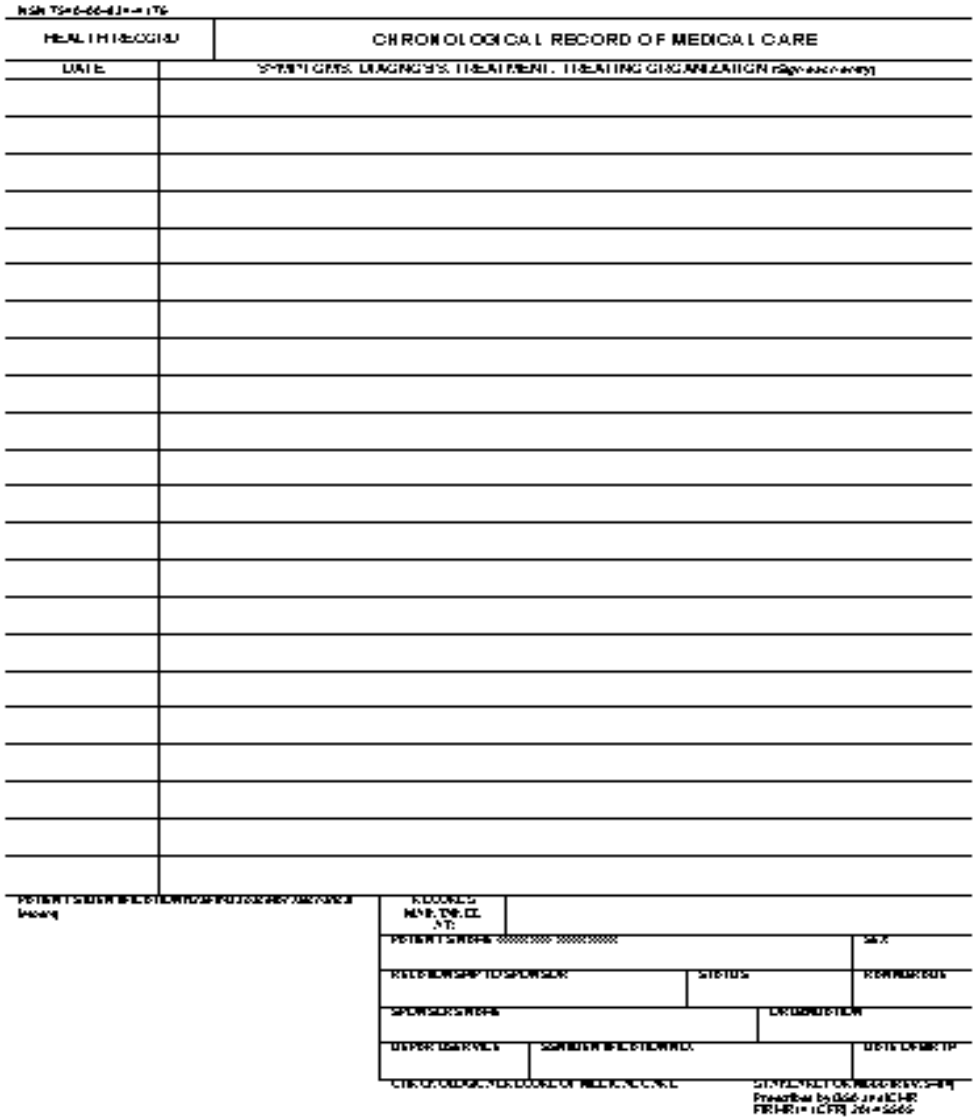
PRE-PHYSICAL ACTIVITY QUESTIONNAIRE

1. Has your health care provider ever said that you have a heart condition and that you should only do physical activity recommended by a doctor?
2. Do you feel pain in your chest when you do physical activity?
3. In the past month, have you had chest pain when you are not doing physical activity?
4. Do you lose your balance because of dizziness or do you ever lose consciousness?
5. Do you have a bone or joint problem that could be made worse by a change in your physical activity?
6. Is your health care provider currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?
7. Do you know of any other reason why you should not do physical activity?

The Pre-Physical Activity Questionnaire is a list of seven questions you are required to ask before any physical conditioning takes place (PRT or FEP PRT). If a member answers "Yes" to any of these questions, you should give them the SF600 Pre-Physical Activity Questionnaire (from the previous screen) and send them to Medical.

We also recommend several weeks before the PRT that you send these questions to the command via e-mail or other means and let everyone know that if they answer "Yes", they need to come see you. Even though you have

Reports Screen - Blank SF600


CHRONOLOGICAL RECORD OF MEDICAL CARE

DATE

The blank SF600 is available on the Reports screen just in case you need to write up your own SF600 in order to send a member to Medical.

Just click the link and then File, Print (or thePrinter icon). Fill in the SF600 as needed.

Reports Screen - Blank PARFQ

Physical Activity Risk Factor Questionnaire

SSN:	Member Name:	Risk Assessment Date:

This document is protected under the PRIVACY ACT.

Coronary Artery Disease Risk Factors, Signs & Symptoms

1a. Are you a male greater than 40 years old or a female greater than 50 years old and do not participate in a consistent aerobic exercise activity three to five times weekly?	○ Yes ○ No
2a. Has your mother or sister died without any explanation (sudden death) or suffered from a heart attack before the age of 55	○ Yes ○ No
3a. Has your father or brother died without any explanation (sudden death) or suffered from a heart attack before the age of 45?	○ Yes ○ No
4a. Are you a current tobacco user?	○ Yes ○ No
5a. Do you have high blood pressure or are you on blood pressure medication?	○ Yes ○ No
6a. Has a doctor ever told you that you have high cholesterol or are you on cholesterol medication?	○ Yes ○ No
7a. Do you have diabetes?	○ Yes ○ No
8a. Are you sedentary (don't exercise at least three to five times per week for at least 30 minutes)?	○ Yes ○ No
9a. Do you have any personal history of metabolic disease (thyroid, renal, liver)?	○ Yes ○ No
10a. Have you ever passed out during exercise?	○ Yes ○ No
11a. Have you ever been told you have a heart murmur?	○ Yes ○ No
12a. Have you ever been dizzy or lightheaded during or after exercise?	○ Yes ○ No
13a. Do you have known cardiac (heart) disease?	○ Yes ○ No
14a. Has a health care provider ever denied or restricted your participation in sports?	○ Yes ○ No
15a. Do you tire more quickly than your friends do during exercise?	○ Yes ○ No
1b. Do you feel pain in your chest, neck, jaw, or arms when doing physical activity?	○ Yes ○ No

PRIMS is designed so that members can logon and complete the PARFQ online. They should then save it , print it, sign it and give it to the CFL. If they answered Yes to a question and need to go to Medical, they should print the SF600 as well.

However, the blank PARFQ is available if you need it. You will need to make sure the blocks are filled in (SSN, Member Name, Risk Assessment) and the medical representative completes the

Reports Screen - Blank PARFQ SF600

NSN 7540-00-834-4176

HEALTH RECORD	CHRONOLOGICAL RECORD OF MEDICAL CARE
DATE	SYMPTOMS, DIAGNOSIS, TREATMENT, TREATING ORGANIZATION *(Sign each entry)*

SECTION 1 **TO BE COMPLETED BY CFL:**

Command:		CFL/POC:	
Today's Date:	Reason for Referral:	☐ Positive Risk Screening	☐ PHA
		☐ Age> =50 yrs & no PRT in last year	☐ Injury/illness

SECTION 2 **TO BE COMPLETED BY AMDR:**

Member Cleared ☐ Yes ☐ No **If Yes, go to section 5.**	Waiver Granted ☐ Yes ☐ No	Waiver Exp. Date

SECTION 3 **Check Waived Events:**

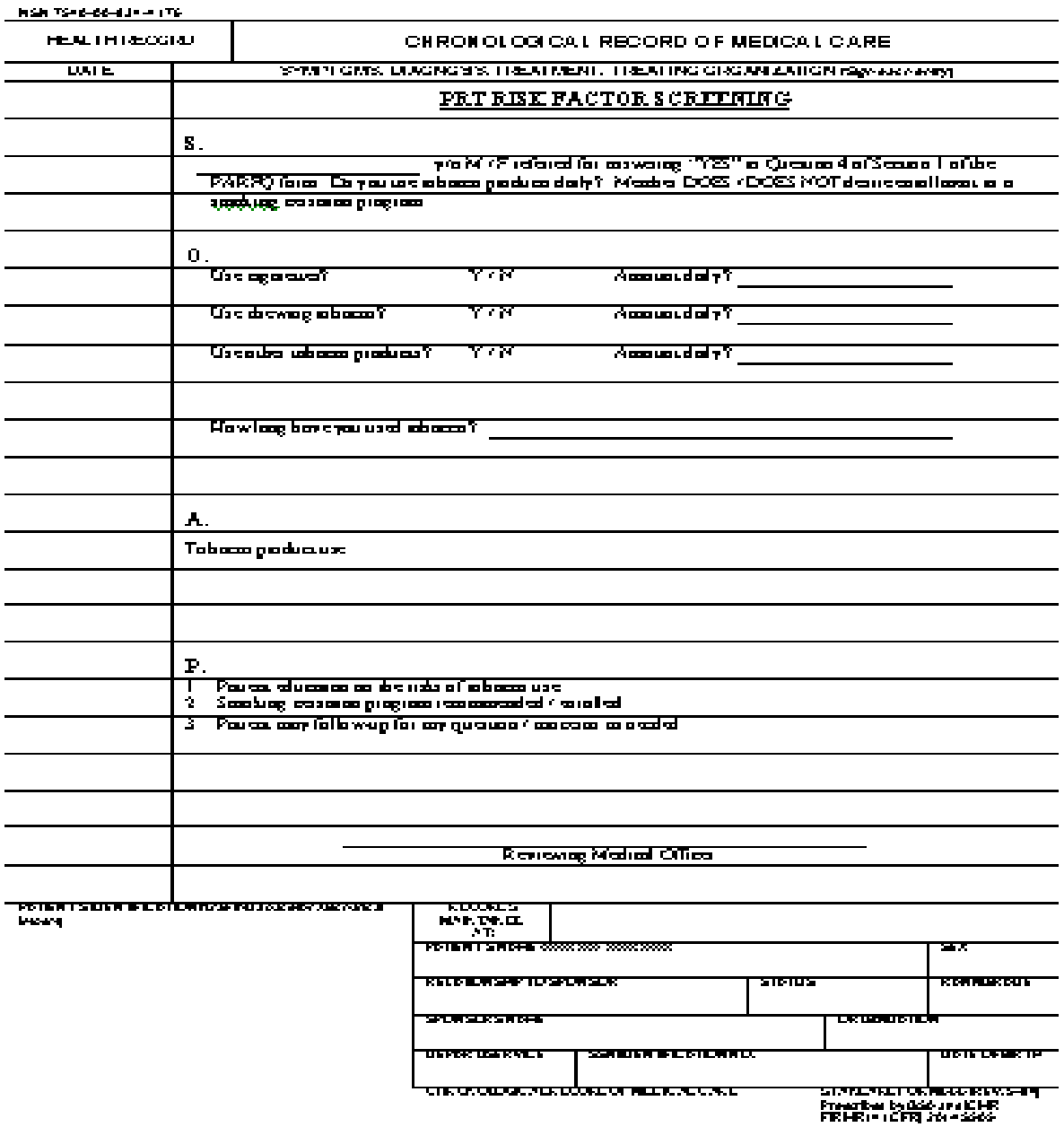
Sit-reach	☐	500 yard swim	☐
Curl-ups	☐	Fitness Enhancement Program	☐
Push-ups	☐	Command Physical Training	☐
1.5 mile run/walk	☐	Body Composition Assessment	☐

SECTION 4 **Medical personnel shall provide guidance on the types of exercises an individual on limited duty or with medical waivers may perform.** Which of the following activities is this member medically cleared to participate in?

Activity		Cleared to Participate?	Recommended time
- Running/jogging		☐ Yes	
- Treadmill		☐ Yes	
- Bicycling		☐ Yes	
- Stationary bike		☐ Yes	
- Rowing machine		☐ Yes	
- Stair stepper		☐ Yes	
- Aerobics	High impact	☐ Yes	
	Low impact	☐ Yes	
- Swimming		☐ Yes	

The blank PARFQ SF600 goes with the blank PARFQ. It is exactly the same as the SF600 on the PARFQ screen but the Command Data at the top and Personal Data at the bottom are not automatically entered.

Reports Screen - SF600 Smoking Cessation Questionnaire



HEALTH RECORD | CHRONOLOGICAL RECORD OF MEDICAL CARE

DATE | SYMPTOMS, DIAGNOSES, TREATMENT, TREATING ORGANIZATION (Signature and Title)

PRT RISK FACTOR SCREENING

S.

_____ y/n M/P if referred for answering "YES" to Question 4a of Section I of the PARQ form. Do you use tobacco products daily? Member DOES / DOES NOT desire smoking cessation program

O.

Use cigarettes? Y / N Amount daily? _____

Use chewing tobacco? Y / N Amount daily? _____

Use other tobacco products? Y / N Amount daily? _____

How long have you used tobacco? _____

A.

Tobacco product use

P.

1 Patient education on the risks of tobacco use

2 Smoking cessation program recommended / enrolled

3 Patient to call for follow up for any questions / concerns as needed

_____

Reviewing Medical Officer

PATIENT'S SOCIAL SECURITY NUMBER (Last, First, Middle Initial) | ACCOUNT NO. | NAME, GRADE OR STATUS | SEX | RELATIONSHIP TO SPONSOR | STATUS | REMARKS | SPONSOR'S NAME | DATE OF BIRTH | DEPARTMENT/SERVICE | ORGANIZATION OR STATION | DATE OF ENTRY

CONTINUATION SHEET FOR RECORD OF MEDICAL CARE | STANDARD FORM 600 (Rev. 11-2000) Prescribed by GSA/ICMR FPMR (41 CFR) 201-9.202

The SF600 for Smoking Cessation is provided for you to send smokers to the Smoking Cessation Coordinator. Smoking Cessation should be offered to any members who answers yes to 4a. Are you a tobacco user. Smoking Cessation only needs to be offered once.

To print the SF600, just fill in the member's SSN at the top of the screen and click the SF600 Smoking Cessation link.

Reports Screen - Reporting UICs Summary

The Reporting UICs Summary will print a combined Command PFA Summary for all UICs that report to your UIC. The UICs that report to you must fill in the RPT UIC table on the Command screen before you can get the summary; otherwise, it will be blank as noted below. Remember, this is a COMBINED summary for all UICs that report to you. You cannot see a summary for just one UIC that reports to you; the Read Only option on the Authorization screen would be good to use to view specific UIC data.

COMMAND PFA SUMMARY				
Reporting UICs under ZZZZZ				
Fall 2003				
Date 01/28/2004				
BC NON-Participants Summary	BC Non-Part Status	# of Members	Sub-Total	Total
			0	
BC Participants Summary	BC Standards	# of Members		
			0	
				0
PRT NON-Participants Summary	PRT Non-Part Status	# of Members		
			0	
PRT Participants Summary	PRT Categories	# of Members		
			0	
				0

Reports Screen - Reporting UICs List

The Reporting UICs List will show you what UICs report to you. This comes from the other UICs themselves; you cannot specify what UICs report to you. Therefore, if you look at this list and do not see a UIC that reports to you, you should contact that CFL and have him at your UIC on the Rpt UIC table on the Command Screen.

UIC Reporting List						
1st Level	2nd Level	3rd Level	4th Level	5th Level	UIC	Name
ZZZZZZ					00000	